



CWSP Relationship Coordinator and Data Analyst

Department: Corporate Work-Study

FLSA Classification: Exempt

Employee Type: FT/11-month

Reports To: Director, Corporate Work Study Program (CWSP)

Who We Are: Cristo Rey Jesuit College Preparatory School of Houston serves nearly 500 young men and women from families with limited economic resources through a rigorous college-preparatory education grounded in the Jesuit tradition. A hallmark of our model is the Corporate Work Study Program, which places students in professional work environments and funds up to 40% of the cost of their education. Our mission is to inspire and prepare students to succeed in college and lead lives of faith, service, and leadership as men and women for others, for the greater glory of God.

Position Summary: The CWS Relationship Coordinator and Data Analyst is responsible for a portfolio of approximately 30 corporate accounts and the 100 students assigned to work for those partners. This role involves being the primary liaison for clients, building strong, long-term partnerships by understanding organizational needs, providing personalized solutions, ensuring satisfaction, resolving issues and identifying growth opportunities to boost retention and revenue while delivering exceptional service and driving business value.

Responsibilities: Core duties and responsibilities include the following. Other duties may be assigned.

Account & Relationship Management:

- Build strong relationships with students, via being a model of conduct and offering guidance as they are introduced to the corporate work world, as well as building relationships with the professionals at various workplaces to ensure success
- Serve as a liaison to an assigned portfolio of CWS business partners and manage corporate accounts through developing and maintaining working relationships with CWS supervisors and decision makers
- Resolve complaints and issues efficiently and in a timely manner
- Conduct site visits in accordance with Department of Labor requirements
- Provide feedback and coaching to students based on observations and CWS partner feedback
- Identify potential opportunities to grow student teams at existing partnerships from the assigned portfolio and advise the Associate Director of Business Development.

Research & Data Analytics

- Design surveys and collect data for the Corporate Work Study Program to measure program effectiveness and student performance.
- Analyze data to make recommendations for Corporate Work Study Program changes and initiatives
- Update and report key metrics and supervisor evaluation results
- Maintain and evaluate bi-annual supervisor evaluation results



Feedback & Evaluation

- Ensure a data-driven continuous loop of program evaluation and improvement
- Manage the use of feedback surveys and data and use it to guide analysis and decision making around training development and opportunities for improvement

Education and/or Experience: Bachelor's degree from four-year college or university in business management

Key Competencies: To perform this job successfully, an individual should possess the following key competencies:

- Proven commitment and ability to serve and connect on a personal level with the diverse and dynamic students and families, faculty, staff and other stakeholders that comprise the Cristo Rey community
- Two years of relevant experience is preferred
- Excellent interpersonal, and written and verbal communication skills
- Comfortable working independently and collaboratively to problem solve in a rigorous workplace environment
- A desire to learn and be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work study program
- Proven success providing data-driven assessments using Excel, Google sheets or similar programs
- Fluency in Spanish is preferred

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft & G-Suite database software; spreadsheet software; word processing software; electronic mail software; and presentation software. Familiarity with Salesforce or another customer relationship management software.

Certificates, Licenses, Registrations:

- Valid driver's license and reliable transportation

Other Qualifications:

- Exceptional communication skills, with excellent interpersonal, written, and verbal communication skills
- Commitment to faith-based education and holistic student development
- A desire to learn and be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the Corporate Work-Study Program
- Experience using Salesforce is a plus
- Spanish fluency preferred but not required

Compensation: Competitive salary, benefits and paid vacation.



CRISTO REY
JESUIT

COLLEGE PREPARATORY SCHOOL OF HOUSTON

Physical Requirements and Work Environment:

- Regularly interact with students, parents, staff, corporate partners, and visitors
- Work at a desk and computer screen for extended periods of time
- Be able to occasionally lift up to 30 lbs.

Application Materials:

- Please submit a resume and cover letter through the school [career page](#).

Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Work Study Program, Inc are equal opportunity employers.