

## **Business Boot Camp/Puente Alumni Internship (Corporate Work Study)**

**Dates:** Monday, July 6<sup>th</sup> to Friday, August 7<sup>th</sup>

**Hours:** Varies by week, typically 7:30-4:30

**Compensation:** \$ 17, 35 – 40 hours per week

### **Job Description:**

The CWSP Intern will have the following responsibilities during the duration of Business Boot Camp/Puente:

1. The intern will have direct access to the students during BBC, majority of which will be spent teaching business skills classes. Classroom time will require
  - a. Preparing, organizing, and teaching various professional skills classes to the incoming Freshmen and transfer Sophomores during BBC
  - b. Administering and grading BBC and Cristo Rey Network assessments
2. Analyzing, comparing and summarizing a large set of data from surveys provided to client companies and students
3. Preparing for CWSP orientation for clients
4. Other miscellaneous tasks

### **Qualifications:**

1. Proficiency with Microsoft Excel, Word, PowerPoint and Google Drive
2. High levels of organization, attention to detail, and time management
3. Ability to work with data and people, especially high school students
4. The intern will act as a positive mentor to new students
5. Strong leadership skills
6. Must be a rising college Junior or Senior

### **Orientation:**

The student will be required to complete VIRTUS training through the Archdiocese of New York prior to start of BBC. The remainder of training will occur on the job.

### **Dress Code:**

When students are in school (at least 3 of the 6 weeks) they must adhere to professional dress code; men will need to wear dress shirt, slacks and tie and women will need to wear conservative professional clothes. When students are in school the intern should seek to be a role model of dress code for the students.

### **To apply:**

Please submit your cover letter and resume to Adriane Castillo ([acastillo@cristoreyny.org](mailto:acastillo@cristoreyny.org)) and Julia Dolan ([judolan@cristoreyny.org](mailto:judolan@cristoreyny.org)) by Friday, April 17<sup>th</sup>, 2020.