

***CRISTO REY COLUMBUS HIGH SCHOOL** is a college-preparatory, Catholic high school with a Professional Work Study Program empowering young women and men of all faiths, from economically challenged families to graduate from high school and college and achieve a lifetime of success.*

Professional Work Study Program at a Glance

The PWSP Mission

Cristo Rey Columbus High School employs an innovative Professional Work Study Program (PWSP) in which students work five full days a month in the professional offices of our business sponsors to fund a significant portion of the cost of their education, gain job experience, grow in self-confidence and realize the relevance of their education.

Central Ohio organizations that want to support both education and future workforce development play a pivotal role in Cristo Rey Columbus' proven success. Our business sponsors strengthen our efforts to ensure our students are discovering hope for a promising future in a career that will enable them to bring prosperity to themselves, their families, and their communities.

Details & Logistics

- Each student participates in the work study program for all four years at Cristo Rey.
- Students earn a grade and academic credit for their work study position, in addition to gaining valuable work experience.
- Students are trained in basic professional skills and our office provides ongoing supervisory support to our business sponsors.
- Work study runs from September to June and students typically work from 8:30-4:00.
- Students complete a daily timesheet with supervisors evaluating their performance.
- Cristo Rey Columbus provides and handles transportation to and from your office.
- Students wear Cristo Rey uniforms to work.

Here's How It Works

Our students fill full-time, entry-level positions at your company. Our young professionals perform a variety of tasks such as filing, scanning, invoicing, basic IT duties, delivering inter-office mail, assembling information packets, data-entry, reception, and much more.

Employment through the PWSP is a simple fee-for-service contract with the option to be paid annually, tri-annually or monthly. The PWSP fee charged to your business can be deducted as a business expense. The money earned by students as part of the PWSP is used to fund a significant portion of the students' education at Cristo Rey Columbus High School.

Students are employees of the PWSP, not your company. PWSP handles all applicable payroll W-4, I-9, Workers' Compensation, FICA, FUTA and other aspects of employment.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	A	B	C	D	A
Week 2	A	B	C	D	B
Week 3	A	B	C	D	C
Week 4	A	B	C	D	D

A = Monday Worker **C** = Wednesday Worker
B = Tuesday Worker **D** = Thursday Worker

A full-time job team is comprised of four students.

Each member of the student job team works one designated day each week (excluding school holidays), as well as one Friday rotation each month.

In addition to their work study position, every Cristo Rey Columbus student takes a full course load of college-preparatory classes. Our academic schedules are structured so that students do not miss any academic classes on their workdays.

Role of a Business Sponsor

As a Cristo Rey Business Sponsor, you have four critical responsibilities:

1. Provide meaningful work, mentorship and feedback for students
2. Explain to the students the importance of their role within your organization
3. Provide one or more supervisors who believe in the work-study program and the success of Cristo Rey Columbus students
4. Provide a positive working environment for the students

Contact Us

Cristo Rey Columbus is fortunate that central Ohio businesses have embraced our school's mission and generously agreed to partner with us in providing work study job opportunities in our students' lives.

If you have questions or would like to get involved please contact John Petro, PWSP Director, at jpetro@crestoreycolumbus.org or at (614) 223-9261, ext. 12005.

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