

<b>Operations Coordinator Corporate Internship Program</b>
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**Reports to: CIP Director**

**Summary of position responsibilities:**

The program coordinator is the primary interface with the students and corporate sponsors when related to work and their job assignments/supervisors. He/She is the primary coordinator for a number of issues directly related to students and their success in the CIP. Responsibilities include, but are not limited to the following:

**Corporate Internship Program Responsibilities:**

1. Sponsor Relations
  - a. Responsible for maintaining contact with up to 20 CIP sponsors in regards to student performance. Coordinate primary contact functions including updating databases, regular phone call and emails, visits, evaluations and re-contracting
  - b. Prepare sponsor folders with completed I-9, W-4 forms, work permits and student profiles
  
2. Student Performance/Coaching
  - a. Schedule and coordinate individual and group meetings with students and CIP representatives and other school personnel as needed, utilizing sponsor feedback
  - b. Prepare, distribute, collect and analyze student and sponsor feedback – sponsor averages, student averages, year to year performance comparison
  - c. Coordinate holiday work addendums for students
  - d. Address and enforce all school policies with an emphasis on discipline and dress code.
  - e. Assist with preparing CIP grades for student report cards
  - f. Attend Parent-Teacher conferences.
  
3. Transportation
  - a. Coordinate and assign routes for morning and afternoon, including: assigning vehicles and routes, balancing CIP needs with athletic needs, and tracking paid driver hours.
  - b. Assist with driving students to work or chaperone students on MAX
  - c. Monitor vehicle maintenance to ensure safety.
  
4. Attendance/Dress Code
  - a. Prepare daily check in/check out attendance sheet
  - b. Identify and correct inappropriate attire
  - c. Record and track any tardiness and absences

5. Summer Training Institute
  - a. Work with CIP staff to assist in coordinating the two week training program for al new and returning students – organizing workshops, coordinating instructors/students as well as coordinating all related events such as Parent and Sponsor orientations
6. Special Events Coordination and Other Duties
  - a. Assist CIP staff with annual Sponsor Appreciation Luncheon
  - b. Assist with any other CIP and School-related duties as assigned by the Vice President of Corporate Internship Program and Finance and/or President.
  - c. Work with Dean of Students as needed to record and track dress code violations
  - d. Attend all Public Relations events including Open Houses, Placement Exams and Orientations, etc.
  - e. Attend regular CIP Staff Meetings
  - f. Assist with chaperoning activities as needed.

**Business Office - Accounts Receivable/Human Resources Responsibilities:**

1. CIP Sponsor Receivables
  - a. Invoice CIP Sponsors on the 15<sup>th</sup> of each month
  - b. Create statements for CIP Sponsors with past due amounts
  - c. Provide customer service to those sponsors with questions about accounts
2. Student Tuition Receivables
  - a. Invoice students on the 20<sup>th</sup> of each month
  - b. Prepare invoices/credits for CIP fines
  - c. Prepare invoices/credits for lost books
  - d. Create statements for past due amounts
  - e. Provide customer service to those parents with questions about accounts
  - f. Work with Vice President of Corporate Internship Program and Finance in determining collections process
3. Human Resources
  - a. Calculate hours worked for students and hourly employees then communicate that amount with Vice President of Corporate Internship Program and Finance
  - b. Invoice CIP Sponsors for hours students work outside of the CIP contract
  - c. Track student hours worked vs. hour billed to CIP sponsors and adjust accounts accordingly
  - d. Run background checks as requested and report results to appropriate requestor

**Education requirements:**

B.A. from Accredited University/College

**Required skills:**

Microsoft Office Suite, with particular emphasis on Excel and mail merge capabilities. Flexibility in work schedule to include some evening and weekend work.

Understanding of Catholic Education with an emphasis on urban education.

**Philosophical attitude:**

- Understands and accepts that DLSNC is primarily dedicated to the education, graduation and college acceptance of each and every student.
- The School is driven by its Catholicity which focuses on the highest level of ethical, moral and social behavior of its students, staff and volunteers.

**Send or email resume to:**

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