



CWSP SUPERVISOR ROADMAP

HOW TO UTILIZE STUDENT WORKERS FOR YOUR
DEPARTMENTAL NEEDS AND DEVELOP DALLAS'
FUTURE WORKFORCE.

INCLUDES JOB TASKS, STRATEGIES, SAMPLE SCHEDULES
AND STUDENT STORIES.

CRISTO REY DALLAS
COLLEGE PREP

GENERAL CONTACT INFORMATION

Mailing Address:

Cristo Rey Dallas College Prep
9701 San Leon Ave.
Dallas, TX 75217

CWSP Telephone: 469-844-7957

School Telephone: 469-844-7956

Transportation Telephone: 469-835-1442

Email: CWSP@CristoReyDallas.org

Email: transportation@CristoReyDallas.org

PROGRAM OVERVIEW

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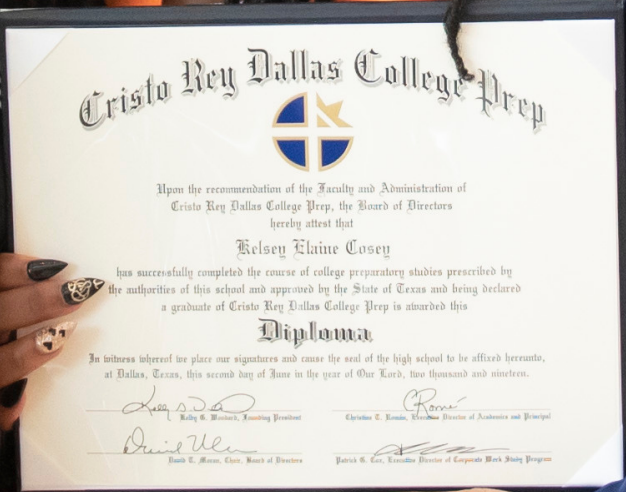
Student workers
supporting Dallas
business community
in person or
remotely.



Cristo Rey Dallas Corporate Work Study Program, Inc. (CWSP) is the student workers' official employer and handles student worker documentation, compliance and insurance. Participation in CWSP is a requirement of attending Cristo Rey Dallas College Prep (CRD).

Student workers do not miss class while at work. Student workers do not receive a paycheck or W-2 for their participation in CWSP. Our Qualified Educational Assistance Plan allows CWSP to advance a portion of the fees paid by job partners to CRD as a non-taxable fringe benefit with no tax consequence to the student worker or his/her family.

PROGRAM POLICIES



Electronics / Internet

CWSP prohibits student workers from using personal electronic devices while working without explicit supervisor permission. As personal electronic devices are extremely distracting, CWSP recommends granting such permission in limited circumstances. If a student worker violates this policy, please:

1. Address Student Internally: Let the student know that a policy has been violated and there will be consequences.
2. Notify CWSP (cwsp@crstoreydallas.org) : Can be either an e-mail or a phone call. This should also be indicated in the students time card for the day.
3. Help Enforce CWSP Consequences: CWSP will let you know what the consequence will be for the students' violation. This can range from leaving cellphone at school for a few weeks, or for the remainder of the year.

Homework

Students are instructed to not take their Google Chromebooks or homework to work and you not permitted to work on school projects in your their workday. Students are allowed to work on partner assigned and appropriate professional development modules for additional training.

Uniform

Although student workers provide services to various partners, they are actually employees of CWSP. CWSP, therefore, student workers are to remain in the Cristo Rey Dallas uniform at all times. The uniform consists of gray slacks; a white, collared shirt with the CRD logo; an orange and yellow striped tie; and a navy blue blazer. Until further notice students will be allowed to use their CWSP branded polo and slacks to work.

Misconduct

CWSP expects student workers to comport yourself in a mature, professional manner. CWSP has a stake in both the continued satisfaction of its partners and the continued success of our student workers. Since a student worker's actions and demeanor not only reflect you're personally but also reflect on CWSP and Cristo Rey Dallas, CWSP treats reports of misconduct seriously. CWSP will deal with any misconduct on an individual basis. Partners should notify CWSP as soon as possible of any potential misconduct. CWSP holds student workers to high standards of honesty and integrity. CWSP does not tolerate the use of partners' telephones, office equipment, offices services (such as Internet access), or office materials without a supervisor's approval.

Parents of student workers should not contact or visit the partner. If a partner is contacted or visited by a parent, please notify CWSP immediately. Under special circumstances, partners may invite student workers' parents or families to the workplace or another event. Please contact CWSP prior to extending the invitation.

Respectful Work Environment

Partners should treat student workers with respect. For the safety of its student workers, the program is sensitive to matters involving sexual harassment, discrimination or other inequitable treatment of student workers based on gender, race, culture or religious beliefs and reserves the right to remove student workers if necessary. If a student worker raises such a concern, CWSP will contact the partner to evaluate and discuss the situation. Whenever possible, CWSP will try to cooperate with the partner's human resources department to resolve the situation according to the partner's guidelines.

SUCCESS



At Work...

L&S Mechanical is an industry leader in single family home plumbing, electrical and HVAC services with 350 employees in six locations across Texas.

The company's challenge was to file and manage hundreds of warranty claims in order to recoup costs, with an average claim value of \$250 each. L&S tasked CRD student worker Edward R. with determining information needed for warranty application and creating a process for collecting appropriate funds.

Edward's actions resulted in the company collecting over **\$80,000** while freeing up full-time staff to concentrate on core functions.

"With his attention to detail and work ethic, Edward was able to file warranty claims that we would otherwise have been unable to file. The amount we received on those warranty claims was more than double the annual cost of the corporate work study program!" Samantha Kormylo, Customer Service Manager, L&S Mechanical

Page/



and Beyond

From an early age, Julian C. watched and admired as his father built and designed construction projects across Dallas. That inspiration motivated Julian to study hard, work hard and set his sights on becoming an architect. With a job placement at Page architecture firm, Julian was able to get real-world experience and a deeper understanding of his chosen career. "It's an amazing experience because I get to do everything from scanning plans to working with the architects on big projects," says Julian. "Just the concept of taking a space and making something positive out of it is very inspiring to me."

In the months prior to his senior year, Julian was selected to attend a summer architecture program at Cornell University where his work experience made him a stand-out student. Julian is now attending Cornell University College of Architecture, Art and Planning.

"Being able to work with someone who has already accomplished what I want to accomplish is truly extraordinary," says this first generation college-goer. "The Corporate Work Study Program made that possible for me."



SCHEDULE

Learn about the placement of your team, expected work days and sample schedules.

Onboarding

Leading up to Tuesday, September 7 CWSP collect from job partners any forms that need to be completed by our students for a smooth onboarding process. Once all paperwork is complete, CWSP will return files to the program contact at the firm. All required paperwork needed from your student worker team should be sent to CWSP no later than Monday, August 16.

STUDENT WORKER PLACEMENTS





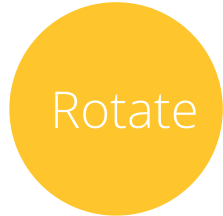
CWSP determines all job partner assignments for student workers and reserves the right to make changes in student worker assignments at its discretion. CWSP, with the help of CRD, places student workers based on you're abilities, attitude, interests, and job partner requirements. CWSP strives to make placements that are an appropriate fit for the partner and the student worker.





















Daily Work Schedule

On Monday through Thursday, student are to be expected to arrive between 8:45 a.m. – 9:20 a.m. and will be picked between 3:45 p.m. and 4:15 p.m. On Fridays, student workers will arrive 30 minutes later and will be picked up 1 hour earlier.

Job Team Rotation Schedule

Student workers typically work once per week. Once a month, a student worker may work twice per week. Each student worker will work approximately 5 days per month for a total of 47 workdays this academic year.

Mon.	Tue.	Wed.	Thur.	Fri.
 Ana	 Alex	 Mike	 Bryan	 Rotate
11th	12th	10th	11th	Any

	Mon.	Tue.	Wed.	Thur.	Fri.
Week 1	 Ana	 Alex	 Mike	 Bryan	 Ana
Week 2	 Ana	 Alex	 Mike	 Bryan	 Alex
Week 3	 Ana	 Alex	 Mike	 Bryan	 Mike
Week 4	 Ana	 Alex	 Mike	 Bryan	 Bryan

TEAM SAMPLE SCHEDULE

MON. TUES. WED. THU. FRI.

ARRIVAL

Check-in With Supervisor

9:00AM

Insurance Policy Scanning

IT Orientation

IT Orientation

Payroll Preparation & Distribution w Payroll Coordinator

Job Posting Inventory

10:00

Insurance Policy Scanning

Insurance Policy Scanning

Team Meeting

11:00

12:00PM

Lunch

1:00

Front Desk Reception

2:00

Insurance Policy Scanning

Recruiting/ Marketing

Conference Support

I9 Scanning, Director of HR

Matching PAO Checks, Staff Accountant

3:00

4:00

Outgoing Mail Processing, Payroll Coordinator

INDIVIDUAL SAMPLE SCHEDULE

9:00AM

Check Email - Accept calendar emails and reply to urgent requests.

9:30AM

CRM Updates - Update client information from Service Installation Reports (SIRs). Must complete 50 each day.

11:00AM

Lunch Break - 1 hour

12:00PM

Reception Support - Alleviate Director of First Impressions and cover reception duties for one hour.

1:00PM

Human Resources Department Projects - Process employee number requests, file W-4 Forms, scan and save employment verifications.

2:00PM

Marketing Projects - Assemble name tags for upcoming events and gather recruiting materials.

3:50PM

Prepare To Depart - Wrap up all projects and provide report to all supervisors. Report where all projects were left off and leave clean work area for next students.



PROGRAM LOGISTICS

Transportation

CWSP provides transportation for student workers to and from work. You the student worker has the responsibility to be on time for the morning and afternoon pick-up, whether by bus, shuttle or public transportation.

Attendance

CWSP expects that you the student worker to work every assigned workday. CWSP will notify the partner if a student worker is or will be absent from work. If by any chance you do not arrive on your scheduled workday and CWSP has not contacted the partner regarding that absence, the partner should notify CWSP immediately.

Work Absences & Make-up Days

CWSP has strict rules and procedures for student workers who miss work. You the student must make up any absence with their partner on a day that Cristo Rey Dallas is not in session. To encourage personal accountability, you must schedule your make-up days with their partners directly. Once you scheduled a make-up day, you must notify CWSP.

Student workers are expected to make up any missed days prior to the end of the trimester. At the conclusion of each trimester, CWSP will fine students \$100 for each outstanding make-up day. If you have an outstanding make-up days after the conclusion of the school year, CWSP will terminate the student worker and CRD will dismiss the student.

Partner Holidays

If a partner has a holiday or special circumstance when a student worker's services are not required, the partner should call or email CWSP with as much lead-time as possible. The student worker will remain at school to complete his/her workday. Student workers are not expected to make up that workday with the partner.

Lunch and Breaks

Student workers may take lunch and breaks according to partners' or CWSP preferences, expectations and schedules. Partners are encouraged to make their preferences, expectations and schedule clear to the student worker at onboarding. CWSP defers to partners whether they will permit the student worker to purchase or eat lunch outside the office building.

Parents, other family members or friends may not pick up the student worker to take them to lunch. You may meet other student workers for lunch if the location is within walking distance of the partner's office. Similarly, the student workers may not use ride-sharing services, taxis, or public transit to travel to lunch. The only approved means of transportation for lunch is walking.

If the student worker abuses their lunch or break privileges:
Supervisors should address the issue with the student worker
Share consequences
Notify CWSP as soon as possible via email, phone or timecard
Support CWSP Consequences

Illness at Work

If a student worker's supervisor determines that you the student is too ill to continue working on a particular day, the partner should contact CWSP at their earliest convenience. CWSP will arrange for the student worker to be transported back to Cristo Rey Dallas and contact their parents or legal guardians.

1. Assess your student worker first, do not call parents
2. Call CWSP with your basic assessment of student's apparent wellbeing
3. CWSP will arrange for student return to CRD
 - a. 9:00 a.m. – 12:00 p.m. Departure: Workday to be made up
 - b. 12:00 p.m. – 4:00 p.m. Departure: No makeup date required

School Activities & Sports

Students are very engaged in extracurricular activities and we try our best to not have games/competitions interfere with work. In the case there is a conflict, we will coordinate with you and schedule a make-up date.

Paid Work

Student workers are available for paid work on days that CRD is closed. Having a student worker work for pay requires no additional paperwork. Please feel free to coordinate with the student worker what days s/he will work. You the student worker will notify CWSP. The rate of charge to your company will be \$12 per hour and the student worker will be paid \$10 per hour. CWSP will track student worker hours and allow the partner to confirm prior to an invoice being issued. CWSP can issue invoices for paid work on whatever schedule works best for the partner. In the event that a student performs paid work for a partner, that student worker will receive a paycheck at the next pay period and a W-2 in January of the following year.

PAID WORK

COST

CWSP will invoice you and pay student. No need for additional paperwork, students remain employees of CWSP.

TIME CARDS

CWSP will set up time cards to keep track of hours worked by students and will require your approval

YOU DETERMINE

You determine the attire duration and frequency of workdays.

STUDENTS

Students will be responsible for their transportation to and from work.

1

Determine your need for student worker assistance during CWSP breaks.

2

Confirm with your CWSP account manager and student whether he/she is available to work.

3

Identify any potential scheduling conflicts with the student workers.

4

Inform account manager of:

- Contact for Employment
- Paid Work Supervisor & Email
- Start Date
- End Date Working Dates
- Specific Working Days
- Working Hours
- Billing Contact
- Billing Email Address



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PERFORMANCE EVALUATIONS & STUDENT WORKER DEVELOPMENT

Training

Traditionally, all incoming students undergo four weeks of intensive training during our summer program, ¡Viva! This year the ¡Viva! curriculum for incoming students will be covered on Fridays throughout the year. These “Freshmen Fridays” will be for all incoming students, transfer sophomores included. The Friday classes will cover work training/preparation, academic support, and social emotional health.

During this program, the students are introduced and begin to develop professional, technical, and communication skills. This professional education continues during a yearlong course for freshmen, Preparedness for the Modern Workplace (PMW), and through workshops and consultancies available to all students. Sophomores, juniors, and seniors continue to develop through grade appropriate curriculum.

Grading

Student workers receive academic credit for their work experience. CWSP bases student workers’ grades on attendance, timely time card completion, and work performance. CWSP gauges work performance based on partner feedback received from time cards, site visits and performance evaluations.

Site Visits

Each school year, CWSP performs at least two site visits. The U.S. Department of Labor requires these site visits as a condition for permitting our work program. These site visits also allow CWSP to learn more about student workers’ performance and assist supervisors with any issues that may have developed. CWSP will begin scheduling site visits in the early fall. While CWSP prefers that student workers’ direct supervisors be present for the visit, CWSP understands this is not always possible.

Time Cards

Student workers must complete time cards daily by recording their time of arrival and departure, lunch duration, and summary of their work that day. After the student worker submit their time cards, their supervisors will receive an email requesting that they approve the time card.

Supervisors will also have the opportunity to rate their student worker's daily performance and provide any observations or feedback. Frank and honest supervisor feedback on the time card is crucial to the success of CWSP.

CWSP can add up to three supervisors to a student worker's time card. Student workers have the option to select the recipient of the time card from a drop-down menu. Supervisors may also forward the time card to a colleague for completion. Under such circumstances, please also ask the recipient to include his/her name in the notes field of the time card.

Performance Evaluations

Each year, the Cristo Rey Network requires supervisors to complete two performance evaluations on each student worker. In December and May, CWSP will email supervisors a link to the evaluation. CWSP uses the data from the evaluations to gauge student worker performance and to adjust the CWSP curriculum. We ask that supervisors complete the evaluations under the assumption that students will see.

Accounts

This year, CWSP will have over 134 partners. Despite the number of job partners, we will continue to address any question or concern raised with CWSP that same day. To maintain this same level of service, CWSP will assign a specific staff member as the primary contact for each job partner. Supervisors and other partner representatives may still contact anyone in CWSP for urgent issues, but we recommend contacting your primary contact for less urgent issues. As a partner's primary contact will have the most complete knowledge of the partner and its student workers, s/he can provide you the best level of service.

DEPARTMENTS SUPPORTED BY STUDENT WORKERS



ALL DEPARTMENT REMOTE TASKS
ACCOUNTING & FINANCE
CUSTOMER SERVICE
EDUCATION
HEALTHCARE
HUMAN RESOURCES
INFORMATION TECHNOLOGY
LAW
MARKETING
MUSEUMS/NOT-FOR-PROFITS



REMOTE WORK OPPORTUNITIES

All Department Tasks

CRM & Social Media

- Driving connectivity, creating posts
- Population targeting and driving proper channels based on demographics
- Managing social media accounts
- Updating websites

Accounting System Processing

- Adding customer and supplier accounts
- Issuing invoices
- User management – adding or deleting users
- Data entry support
- Updating client summary lead sheets for financial automated control testing reports
- Preparing tax depreciation import files
- Distributing and Mailing W-9 Taxpayer Identification Number and Certification Forms
- Conducting research on CIDs (Confidential Invoice Discounting)
- Creating excel sheets detailing bank statements, reviewing customer statement accounts
- Extracting closed account information from CRM
- Activating and deactivating customer accounts
- Digitizing tax apportionment binders

Virtual Reception

- Greeting new customers and suppliers

HR/Payroll & benefits

- Organizing / walking employees through on-boarding tasks
- Pulling tax statements and other standard reporting
- Alumni events

REMOTE WORK OPPORTUNITIES

All Department Tasks

Customer sales support

- Creative design
- Tailored proposals
- Translations from English to other languages including local dialect
- Enrolling customers
- Addressing customer complaints.

Virtual office support

- Inbox monitoring – initial replies to basic questions, routing to level 2 or higher support
- Settings up meetings and calendar bookings
- Helping with using the tools – Zoom, Webex, Teams, etc.
- Taking notes and minutes at meetings
- Adding or deleting users to programs
- Recording and hosting meetings and cataloging items including summary descriptions of the content
- General support – formatting, filing, standardization of data, etc.

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Accounting & Finance

- Sorting, distributing, stamping, sealing, and filing mail
- Updating client summary lead sheets for financial automated control testing reports
- Organizing deposit and withdrawal slips, filing bank statement receipts
- Making trial verification deposit balances in client accounts to confirm bank accounts
- Separating and posting checks into CRM database
- Migrating data to new databases
- Reviewing bank statements and credit reports
- Assisting with tax return completion and filing
- Updating client identification numbers for tax returns
- Preparing tax depreciation import files
- Digitalizing tax apportionment binders
- Updating tax management portfolios
- Distributing and Mailing W-9 Taxpayer Identification Number and Certification Forms
- Scanning and indexing transaction and exit tickets
- Creating excel sheets detailing bank statements, reviewing customer statement accounts
- Extracting closed account information from CRM
- Conducting research on CIDs (Confidential Invoice Discounting)
- Verifying loan numbers
- Activating and deactivating customer accounts

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Customer Service

- Preparing letters and composing emails to clients
- Sorting, distributing, stamping, sealing, and filing mail
- Answering phones and covering receptionist duties
- Creating letter templates for correspondence to clients
- Making announcement slides for TV monitors
- Tracking and indexing credit card statements
- Uploading scanned invoices and documents onto CRM
- Transferring information from client business cards to electronic format
- Sorting and categorizing certificates of Insurance
- Maintaining facilities, lighting, conference rooms, and bathroom supplies
- Scanning documents and reporting credits, withdrawals, and declined transactions
- Producing receipts for checks and ledgers for account balances
- Documenting, organizing, and updating customer account information and payments
- Preparing gift bags and giveaway baskets for corporate events
- Alphabetizing and organizing personnel files
- Accessing database documents
- Scanning vehicle registration and permit numbers into CRM
- Proofreading and mailing enrollment letters to employees and clients
- Sending emails to underwriters for missing documents
- Organizing credit reports in Excel

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Education

- Preparing students for standardized testing
- Grading tests and homework, marking attendance
- Engaging with, mentoring, and assisting students
- Supervising recess
- Delivering flyers and informational packets, creating reference resources
- Managing report cards, organizing homework, filing graded assignments
- Assisting with lesson planning, proctoring exams, and program management
- Attending seminars, creating writing submissions and blogs
- Designing and creating posters for Diversity and Inclusion events
- Managing social media campaigns and creating posters and templates for events
- Research topics related to social work, faculty, and students
- Creating list of student award nominees
- Managing academic and supervisor calendars
- Making calls to alumni for contributions and check-in
- Tidying, cleaning, and replenishing classrooms with supplies
- Preparing Excel documents with student information
- Drafting questions for interviews
- Assisting with school retail shop

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Healthcare

- Making hospital beds and patient bags
- Assisting with general duties within specific medical departments
- Helping mothers with breathing exercises during labor
- Assisting physicians, nurses, and technicians in the retrieval of tools and equipment
- Checking in patients and filing admittance records
- Transporting patients to appointments
- Assisting with patient status checks and discharging patients
- Filing acknowledgment of paternity documents
- Organizing benefits folders and patient data for hospital staff into Excel
- Making informative posters and flyers for hospital initiatives
- Calling patients to confirm appointments
- Assisting with the preparation of living wills and powers of attorney
- Creating orientation packets for incoming residents, helping set up curriculums for residents and staff
- Allocating cell substances for laboratory experiments
- Organizing lab specimens; delivering laboratory specimens to technicians
- Researching medical conditions for residents and physicians
- Reviewing drug information for patients
- Preparing Powerpoint Presentations
- Scanning documents and invoices
- Labeling and cleaning incubators, surgical instruments and equipment
- Assisting with opioid compliance requirements and vaccinations
- Participating and preparing activities for patients, such as bingo, arts and crafts, and trivia games.
- Completing patient assessments
- Entering patient refund data into CRM
- Assisting with patient physical therapy

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Human Resources

- Maintaining schedules for shared meeting spaces and preparing rooms for meetings
- Assisting with event planning, booking reservations
- Setting up and tidying offices and event spaces
- Researching potential candidates on LinkedIn
- Creating and preparing folders and merchandise for network events
- Scanning and organizing recruitment documents
- Creating packets and materials for new employee hires
- Tabbing, organizing, and archiving files
- Assisting with administrative paperwork
- Making phone calls to new hires for orientation and registration
- Scheduling calendar events
- Preparing Excel Spreadsheets and reviewing new hire profiles
- Tracking auto mileage usage for employees
- Preparing and sending greetings cards to employees and customers
- Conducting beneficiary and worker compensation audits
- Scanning documents and reporting credits, withdrawals, and declined transactions
- Conducting beneficiary and worker compensation audits
- Creating incident report files
- Properly disposing of terminated employee information
- Shredding sensitive and/or outdated documents and materials
- Verifying and mailing payroll checks to employees
- Entering employee name into E-Verify
- Updating and formatting lists of new hires and terminated employees in Excel
- Verifying and preparing Paid Time Off tracking (PTO) spreadsheets in Excel
- Transcribing exit interviews for employees
- Filing W-4s, direct deposit forms
- Entering, filing, and updating invoices in CRM
- Reviewing and updating employee policy manuals
- Sourcing resumes
- Filing active and terminated employee reports

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Information Technology

- Activating security badges and security lists
- Receiving equipment orders, unboxing and distributing monitors and equipment
- Preparing and setting up computers for new hires
- Assisting employees with technical problems, providing technical laptop and monitor support
- Wiping laptops, hard drives, iphones, computer monitors
- Verifying proper function and optimal utilization of software, conducting status checks
- Ordering equipment and disposing of outdated equipment
- Setting up computers and troubleshooting for employees
- Filling out condition reports for equipment
- Entering serial numbers from devices into Excel spreadsheet
- Updating and uploading corporate websites and social media accounts
- Updating firmware on security switches
- Completing database projects
- Fixing database errors
- Conducting inventory
- Updating summary lead sheet for automated control testing
- Cleaning and storing equipment in empty workspaces with IT
- Performing discovery work using service mapping

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Law

- Preparing letters and composing emails to clients; sorting, distributing, stamping, sealing, and filing mail
- Transferring client data into new online CRM
- Copying, sorting, scanning documents
- Filing documents, interviews, reports, depositions, and invoices
- Updating expert database in Excel
- Retrieving and preparing files for trial, labeling exhibit, hole punching submissions
- Preparing prospective and client case files
- Finding and delivering files to different departments
- Converting paper files into electronic files
- Shredding documents
- Assisting with the preparation of the diversity and inclusion newsletter
- Updating client guideline memos, creating invoice tracking sheets in Excel
- Create social media posts and graphics for firm advertisements
- Preparing trial books for cases
- Preparing case reviews for discovery packets
- Redacting indicated sensitive and privileged data/documents
- Confirming and noting court orders, gathering information to create subpoenas

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Marketing

- Making name tags and tent cards for meetings, events, and receptions
- Copying agendas and documents for board meetings
- Converting hard files into electronic files
- Monitoring and printing expense reports
- Completing Excel projects (invoicing, graphs, updating analytics, etc.)
- Updating and editing memos
- Creating PowerPoint presentations
- Researching proposals and press releases
- Drafting summaries for upcoming events
- Creating content for presentations
- Creating and posting blogs and social media posts
- Creating informative presentations for employee travel
- Preparing customer mailings and brochures
- Updating sponsors on marketing data
- Entering indicators and data into CRM
- Analyzing data for sales team
- Creating infographics for events
- Assisting with the promotion of charity and sponsored events
- Stamping and labeling contracts
- Preparing deliverable reports for managers
- Preparing blogs for company website
- Scheduling and preparing monthly social media posts
- Preparing "Economic Wins" reports for meeting preparation
- Preparing and updating data in Excel; matching data cells from data sources using Vlookup commands
- Generating passback reports and tags
- Traveling to local client meetings and assisting with hospitality
- Assisting team members with general marketing objectives and projects
- Using ZoomInfo and Cobalt databases to extract data sources

DEPARTMENTS SUPPORTED BY STUDENT WORKERS

Museums/Not-for-Profits

- Greeting and checking-in patrons and visitors
- Assisting with educative, donor, and visitor tours
- Reinforcing and assisting with crowd volume control
- Registering visitors, taking attendance for school groups, and distributing wristbands for events
- Handling animals after training
- Feeding mammals and insects
- Upkeeping exhibits
- Cleaning food and changing water in exhibits
- Interactively leading, educating, and guiding attendees through exhibits
- Preparing and distributing informative brochures and learning materials
- Organizing “take your child to work” day activities
- Managing invoicing and billing
- Labeling phone extensions



REMEDIAL ACTIONS

Reinforcement

Should a partner have concerns about a student worker that do not yet merit removal, CWSP may place the student worker into a reinforcement period for two-weeks or more at the request of the partner. During this reinforcement period, CWSP will retrain and reteach the student worker on his/her normal workday to address the partner's concerns.

Retraining

If a student worker is removed from his/her job placement during the academic year, s/he will have one opportunity to be retrained and receive a new job placement at the discretion of CWSP and CRD. During retraining, CWSP will work with the student worker to correct the issues that led to the student worker's removal. CWSP will only place the retrained student worker in a second job placement if CWSP deems the issues that led to removal have been corrected by the student worker. If a student worker is removed from a second job placement, s/he will be terminated from CWSP and dismissed from CRD.

Removal

Each school year, CWSP performs at least two site visits. The U.S. Department of Labor requires these site visits as a condition for permitting our work program. These site visits also allow CWSP to learn more about student workers' performance and assist supervisors with any issues that may have developed. CWSP will begin scheduling site visits in the early fall. While CWSP prefers that student workers' direct supervisors be present for the visit, CWSP understands this is not always possible.

