



# Arrupe Jesuit High School Corporate Work Study Program



**Positions Wanted**

*Arrupe seeks full-time, entry level clerical positions for its students. Students are trained to perform tasks such as filing, copying, faxing, delivering interoffice mail, data entry, reception and general office duties.*

**By combining two common business concepts, we achieve uncommon results ...**

<b>Job Sharing</b>	<b>+</b>	<b>Employee Leasing</b>	<b>=</b>	<b>Education and Opportunity</b>
↓		↓		↓
<ul style="list-style-type: none"> <li>• Students work in job-sharing teams to cover a standard business week, Monday through Friday.</li> <li>• Each team is comprised of 4 students.</li> <li>• Each student works 5 full days per month during typical daily business hours (approx 8:30 a.m. to 4:30 p.m.).</li> <li>• Academic schedules are structured so that students are available to work without missing class.</li> </ul>		<ul style="list-style-type: none"> <li>• Partner companies contract with the Arrupe Corporate Work Study Program to fill full-time, entry-level jobs in their offices.</li> <li>• Students are employees of CWSP, NOT the partner company.</li> <li>• CWSP handles all payroll, W-4, I-9, Workers' Compensation, FICA, FUTA, and other employer issues for the students.</li> <li>• CWSP transports students to and from work each day</li> <li>• The program runs annually from mid-August through the first week of June.</li> </ul>		<ul style="list-style-type: none"> <li>• Students assign their earnings to Arrupe Jesuit High School to pay for over 60% of the cost of their education.</li> <li>• Students receive a college prep education they previously could not afford while gaining valuable job experience.</li> <li>• For supervisors, work becomes an opportunity to make a "difference" in a student's life, as well as a living.</li> <li>• For employers, the opportunity to join over 900 companies that support CWSP in 24 Cristo Rey schools throughout the country.</li> </ul>

### **Sample Student Work Schedule**

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

**CWSP Cost Comparison**  
 (2011 Data from Mountain States Employers Council, Inc)

Salary	CWSP Job Partnership	Mail Clerk	General Business Support (Level 1)	File Clerk (Junior)
	\$21,000	\$31,828	\$29,565	\$26,576
Benefits		15.00%	15.00%	15.00%
Time Off		7.70%	7.70%	7.70%
SS/Medicare		7.65%	7.65%	7.65%
Unemployment		3.45%	3.45%	3.45%
Workers' Comp		1.80%	1.80%	1.80%
Recruiting Costs		3.80%	3.80%	3.80%
<b>Total Program Cost (10 Months) 187 Work Days</b>	<b>\$21,000</b>			
<b>Holiday Extension *</b> Per Diem for School Holidays Number of Holiday Workdays Cost for Holiday Coverage	\$75 59 \$4,425	* With this option, students work a full year and remain CWSP employees. The money earned during this time goes directly to the students.		
<b>Total Annual Cost (12 Months) 246 Work Days</b>	<b>\$25,425</b>	\$41,933	\$38,952	\$35,014

**Arrupe Corporate Work Study Program is a Win for Everyone!**

**A WIN FOR CORPORATE PARTNERS (Join over 100 current partners in the Denver metro area) :**

- Work with a “turn-key” program that operates in a business-like fashion making participation easy.
- Enhance diversity, drive productivity and reduce other employee “burnout” from repetitive clerical assignments, by filling entry-level jobs with capable, enthusiastic young people from the center-city.
- Reduce costs - outsourcing a job costs less than hiring a single full-time employee.
- Use a reliable staffing alternative - CWSP provides transportation, screening, support and training.
- Generate higher job satisfaction – people appreciate making a difference in the lives of others and value working for a company that feels the same way!
- Groom members of our future workforce – creates relationships with a diverse student population that may become employees, clients, suppliers and friends.

**A WIN FOR STUDENTS:**

- Enables them to earn 60% of their tuition costs for a college prep education.
- Helps them acquire skills and self-confidence necessary for the workplace.
- Acquaints them with a world that is unknown to them, increasing their chances of staying in school and inspiring them to enter that world after college. 100% of Arrupe grads accepted to college.



**A WIN FOR SCHOOL:**

- Allows us to serve a community where resources are most scarce (and most needed).
- Helps us provide a rigorous college prep curriculum to students in a safe, values-oriented environment.
- Makes REAL education happen by linking “real world” work experience with academic learning.

**A WIN FOR SOCIETY:**

- Provides greater potential for keeping a highly-educated, productive workforce in Colorado after college.
- Generates community awareness and stability by creating productive futures for “at risk” youth.

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