

Who We Are

Cristo Rey Columbus High School ("CRC") is a Catholic, college-preparatory high school with a Professional Work-Study Program ("PWSP") empowering students of all faiths, in need of an affordable, high-quality education, to excel in college, in career, and in character.



Rashawna '26 at ms consultants, inc.

Why Partner?

✓ Invest in both your industry and your community

Many of our graduates find great opportunities with companies that value a CRC education. Take Heather '19, who works at Nationwide Children's Hospital, and Ravin '20, at the Better Business Bureau. While neither worked directly with those companies during their time at CRC, having CRC work placements on their resumes made them stand out candidates when they joined the workforce.

✓ Foster a spirit of philanthropy and altruism

Companies can highlight their social impact and create a positive environment for supervisors and students. Organizations that truly embrace this mindset often make the best partners in the program.

✓ Add value to your business

The top reason students choose CRC is the Professional Work-Study Program. They are eager and determined to contribute to their workplace, and with the training we provide (see "How It Works"), are able to perform tasks alongside your current employees.

CRC At A Glance

Students

400

Enrollment

\$58K

Annual Family
Income

35

Residence
Zip Codes

PWSP

100+

Business
Partners

\$3.1M

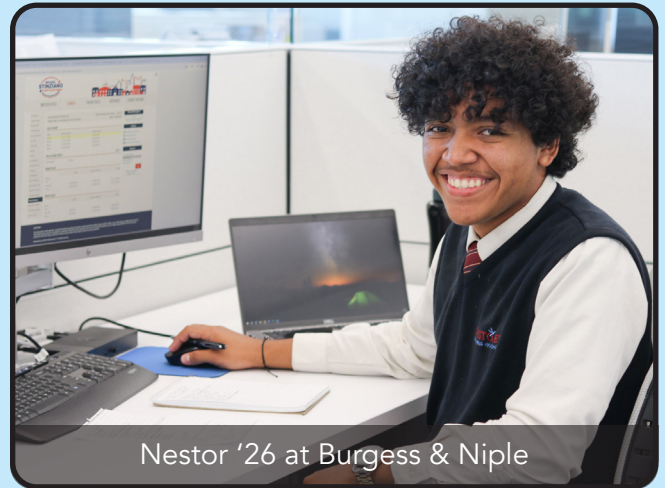
Generated by
Student Jobs

Numbers based on five-year averages

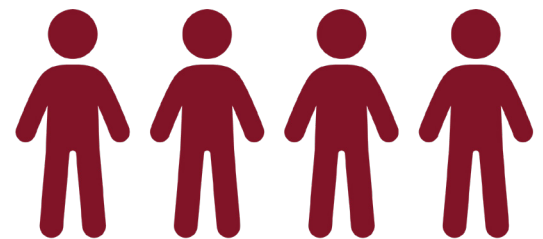
How It Works

CRC makes being a partner easy!

- Students attend our 8-day **Summer Business Training** to prepare them for working in an office prior to starting their job with your business
- Students receive ongoing **professional development curriculum** throughout their 4 years at CRC
- We conduct a **comprehensive orientation for your employees** who will be supervising students to ensure they feel comfortable in the role and equip them with our best practices for success
- We are the employer of record for our students and handle all employment services (i.e. payroll, W-4, I-9, etc.), **saving you administrative overhead**
- We provide you with a fee-for-service contract to be paid annually, tri-annually, or monthly, which can be **deducted as a business expense**
- We provide **all transportation to and from your business**, as well as a lunch for the students
- We provide a **dedicated relationship manager** assigned to your business, giving you a direct contact who will partner with you throughout the experience



All students participate in our work-study program, working five days per month during the school year at their assigned local business.



A team of 4 students fills one full-time work-study position. The workday is approximately 8:30 a.m. to 3:30 p.m., although those times may vary.

| | 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 Student A (Freshman) **B** Student B (Sophomore) **C** Student C (Junior) **D** Student D (Senior)

Each member of the student team will work one full day each week and an extra day every four weeks of the school year, excluding school holidays.

Job Descriptions

Architecture & Engineering

- Assist in design and drafting using CAD software
- Conduct site surveys and data collection
- Manage project documentation and blueprints
- Research materials and building history and regulations
- Assist in preparing 3D models or architectural visualizations

Business Professional Services

- Calendar and meeting management for executives
- Prepare reports, presentations, and business proposals
- Conduct market research and data analysis
- Assist in budget tracking
- Provide administrative support in HR, IT, or Marketing departments
- Organize and coordinate events or client meetings
- Perform data entry and management of CRM systems
- Process invoices, purchase orders, and expense reports

Education

- Support teachers with classroom management and lesson preparation
- Assist in coordinating student events and extracurricular activities
- **Higher education institutions**
 - Tabling events for Admissions office
 - Provide support with student Help Desk (Library Services)
 - Engage with student organization leaders; create & distribute marketing materials for student organizations and corresponding events
 - Research competing schools and report findings
- Provide tutoring and academic assistance to students
- Manage student records and attendance tracking
- Assist with the supervision of students during recess or field trips
- Organize and maintain educational materials and resources
- Prepare lesson materials, handouts, and presentations
- Provide administrative support in school offices or admissions departments
- Provide translation services for multilingual parents/students

Energy

- Assist in collecting data on energy consumption and efficiency
- Support the maintenance and operation of energy systems
- Research emerging technologies in renewable energy
- Maintain records of energy production, distribution, or consumption
- Prepare reports on energy usage and savings
- Assist in the management of environmental compliance records



Jade '25 at Advanced Drainage Systems

Financial Services, Capital & Wealth Management

- Assist with client account management and reporting
- Conduct market research
- Analyze industry reports and generate insights for Feasibility Analyses and Confidential Information Memorandums
- Manage client communication and appointments
- Update CRM systems with identified prospects and leads

Food & Beverage Headquarters

- Assist in event planning and coordination
- Provide customer service at front desk or event check-ins
- Prepare event setup and breakdown
- Maintain inventory of catering or hospitality supplies
- Track shipment/purchasing data and identify any incorrect supplier charges
- Assist in guest relations and responding to inquiries
- Organize customer complaints/questions into spreadsheets
- Assemble and send manager book bags and customer packages
- Coordinate with vendors for supplies and services
- Assist innovation chefs with recipe and product development

Government - State, County, and Local

- Assist with public records management and filing
- Support in community outreach and public service campaigns
- Help with the preparation of policy documents and reports
- Maintain accurate data for state asset inventory
- Perform data entry and management for government programs
- Research on government projects and legislation
- Provide administrative support for elected officials or government offices
- Assist in the processing of permits, licenses, and legal documentation

Job Descriptions

Healthcare

- Assist in patient registration and check-in
- Prepare materials for new patient orientation
- Support in the coordination of patient appointments and follow-ups
- Assist in managing medical supplies and inventory
- Conduct research on healthcare policies and practices
- Prepare materials for patient education or community health programs
- Provide administrative support for medical staff and healthcare executives
- Shadow different departments (Radiology, Nursing, OB/GYN, Labor & Delivery, ER, OR)

Insurance

- Assist in processing insurance claims and policy documentation
- Review and verify client information for accuracy
- Assist with client communication and policy renewals
- Review and manage claims databases and records
- Research on industry trends and regulatory updates

Law

- Conduct legal research and gather relevant case data
- Assist with preparing briefs, contracts, and legal documents
- Organize and maintain client files and legal records
- Digitize legal records
- Facilitate technology organization and inventory company technology
- Sort and organize company library
- Sort through and summarize company-related articles

Logistics

- Track and record shipping and delivery data
- Prepare and process shipping labels and invoices
- Coordinate with vendors and suppliers for timely deliveries
- Assist in supply chain planning and optimization
- Perform data entry and record-keeping for logistics systems
- Prepare reports on shipping status and inventory levels

Manufacturing

- Maintain records of inventory and materials
- Help with research on manufacturing processes and improvements
- Assist in packaging and shipping of manufactured goods
- Assist in safety checks and compliance with industry standards
- Prepare reports on production efficiency and output
- Organize and maintain manufacturing documentation
- Work closely with sales team to determine proper materials and supplies needed for job
- Assist sales team with job quotes and layouts



Juniors Mekdelawit, Liam, Ebrima, and Zephirine at OhioHealth Riverside Methodist Hospital

Nonprofit Organizations & Social Services

- Assist in coordinating fundraising or volunteer events
- Manage donor or volunteer databases
- Help with grant writing and application preparation
- Support social media campaigns and outreach initiatives
- Assist in community outreach programs and partnerships
- Organize materials for presentations and fundraising efforts
- Prepare reports on the impact of nonprofit programs
- Provide translation support to customers

Pension Funds & Retirement Organizations

- Provide support in processing retirement benefit applications
- Research retirement investment options and performance
- Prepare reports on pension fund activity and compliance
- Assist in managing member communication and inquiries

Real Estate

- Assist in preparing property listings and marketing materials
- Help with property showings and client communication
- Research market trends and property values
- Manage client records and transaction documents
- Process rental applications and lease agreements
- Support property managers with tenant inquiries and maintenance requests

STEAM (Science, Technology, Engineering, Arts, Math)

- Assist in research projects by collecting and analyzing data
- Help set up and organize laboratories or workshops
- Support the creation of educational materials and STEAM presentations
- Maintain equipment and technology used for various projects
- Organize outreach programs and student activities
- Prepare reports on research findings or experiment results

Transportation & Aviation Services

- Assist in scheduling and route planning
- Support in managing transportation logistics and timetables
- Help with customer inquiries and ticketing services
- Track and manage vehicle or aircraft maintenance schedules
- Prepare and process shipping or travel documents
- Assist with inventory management for transportation supplies

Testimonials

We work tirelessly to ensure that our business partners have a positive and beneficial experience in the Professional Work-Study Program. But don't take our word for it! Hear from some of our partners about the value they find in their partnership with Cristo Rey Columbus.



"Having someone young on our team allows us to think about what works and what doesn't work with younger generations entering our workforce."

– Heidi Pieper, MHA, Manager, Center for Advanced Robotic Surgery and Center for Minimally Invasive Surgery at **The Ohio State University Wexner Medical Center**

"The program allows us to have some extra team members to devote to office administrative tasks and special projects that we may not otherwise be able to complete."

– Kris Ferguson, Director of Data Quality and Standards, **Better Business Bureau**

"I have seen firsthand how well-behaved and genuinely helpful the students are to our team."

– Cornell R. Robertson, P.E., P.S., **Franklin County Engineer**

"Providing financial sponsorship for our Cristo Rey work-study students is a way to give back to our community, while also giving students hands-on experience in the Engineering Consulting industry."

– Michelle Jenks, SHRM-SCP, Director of Human Resources, **Burgess & Niple**

"She learns quickly, isn't afraid to ask questions, and processes feedback well."

– Adam King, Public Information Officer at **Ohio Department of Job and Family Services**, about student Sophia '25

"He always comes in ready to work and learn more. I see a lot of potential in his work ethic."

– Alexis Pullens, Assistant Property Manager at **Casto**, about student Kaleb '25

"Partnering with CRC is an incredible chance to pay it forward while having a very smart and capable young person breathe new energy and ideas into your workplace. It's a win-win."

– Matt Hobbs, Vice President of Human Resources, **MedFlight and MedCare Ambulance**



"The opportunity to support the professional growth of students in our community demonstrates our focus of being more than a business."

– Brian Pauquette, Director of Associate Giving and Volunteerism, **Nationwide Insurance**

"They're involved in tasks like organizing student files, grading papers, and handling many of the smaller, but essential, tasks that help keep the school running smoothly."

– Amanda Phillips, School Secretary at **St. Mary Magdalene School**, of the student team

2025-26 Business Partners

- 2nd & 7 Foundation
- Advanced Drainage Systems
- American Electric Power
- Arthur G. James Cancer Hospital
- Richard J. Solove Research Institute (3 teams)
- Autotool, Inc.
- BeecherHill
- Belmont Building:
 - » VIUM Capital
 - » Xerox Business Solutions
- Better Business Bureau
- Big Brothers Big Sisters
- **Bricker Graydon LLP**
- Buckeye Power, Inc.
- The Buckeye Ranch
- Burgess & Niple
- Casto
- Catholic Cemeteries of Columbus
- Catholic Diocese of Columbus
- Catholic Social Services
- Central Ohio Transit Authority
- Childhood League Center
- City of Columbus
- City of Columbus Public Health
- Columbus Empowerment Corporation
- Columbus Humane Society
- Columbus Instruments
- Columbus Metropolitan Club
- Columbus Metropolitan Library (2 teams)
- Columbus Museum of Art
- Community Development for All People: Thrive to 5
- Community of Caring Development Foundation
- COSI
- Design Outreach
- Diamond Hill

- Expeditors International
- **First Merchants Bank**
- Franklin County Auditor
- **Franklin County Board of Commissioners (3 teams):**
 - » Office on Aging
 - » Office of Animal Care and Control
 - » Coroner's Office
- Franklin County Engineer
- Franklin County Recorder
- **Franklin County Treasurer**
- Free Store for All People
- Germain Automotive Partnership
- Germain Motor Company
- Gladden Food Pantry
- Goodwill of Columbus
- **Grange Insurance**
- Greif Packaging
- Habitat for Humanity
- Homeport
- The Huntington National Bank (2.5 teams)
- Ice Miller
- IGS Energy
- Junior Achievement
- **Kimball Midwest (3 teams)**
- Lazaar Capital
- Legal Aid of Southeast and Central Ohio
- Lifecare Alliance
- Lincoln Theatre
- Local Matters
- MedFlight/MedCare Ambulance
- Mid-Ohio Food Collective
- **Mount Carmel Health System (5 teams):**
 - » Mount Carmel College of Nursing
 - » Mount Carmel East
 - » Mount Carmel Grove City
 - » Mount Carmel Medigold
 - » Mount Carmel St. Ann's
- ms consultants, inc.
- **Nationwide Insurance (1.25 teams)**
- NetJets Services, Inc.
- Ohio Auditor of State
- Ohio Bureau of Worker's Compensation



- Ohio Department of Administrative Services
- Ohio Department of Agriculture
- Ohio Department of Commerce (1.5 teams)
- Ohio Department of Development
- Ohio Department of Job & Family Services
- Ohio Department of Medicaid
- Ohio Department of Mental Health and Addiction Services
- Ohio Department of Public Safety
- Ohio Department of Rehabilitation and Correction
- Ohio Department of Youth Services
- Ohio Dominican University
- Ohio ENT & Allergy Physicians
- Ohio Environmental Protection Agency
- **Ohio Police & Fire Pension Fund (2 teams)**
- Ohio Treasurer of State
- **OhioHealth (5 teams):**
 - » Doctors Hospital
 - » Dublin Methodist Hospital
 - » Grant Medical Center
 - » Riverside Methodist Hospital
- Otterbein University
- Peoples Bank
- Public Utilities Commission of Ohio
- The Reeb Center
- St. Mary Magdalene School
- St. Mary School
- Scioto Country Club
- Supreme Court of Ohio (1.25 teams)
- T. Marzetti (1.5 teams)
- Taft, Stettinius & Hollister
- Telhio Credit Union
- United Schools Network
- The Wendy's Company
- White Castle
- Worthington Enterprises
- YMCA of Central Ohio

College Ready.
 Career Prepared.

400 East Town Street
 Columbus, OH 43215
 614-223-9261
crchsworks.org

Denotes original partner

2025-26 Business Partners by Industry

Architecture & Engineering

- Advanced Drainage Systems
- Burgess & Niple
- ms consultants, inc.

Automotive Care, Sales & Service

- Germain Automotive Partnership
- Germain Motor Company

Business Professional Services

- BeecherHill
- Xerox Business Solutions

Diocese of Columbus

- Catholic Cemeteries of Columbus
- Catholic Diocese of Columbus
- Catholic Social Services

Education

- 2nd & 7 Foundation
- Childhood League Center
- Columbus Metropolitan Library
- Junior Achievement
- St. Mary Magdalene School
- St. Mary School
- United Schools Network

Energy

- American Electric Power
- Buckeye Power, Inc.
- IGS Energy

Financial Services, Capital & Wealth Management

- Diamond Hill
- **First Merchants Bank**
- The Huntington National Bank
- Lazeur Capital
- Peoples Bank
- Telhio Credit Union
- VIUM Capital

Food & Beverage Headquarters

- The Wendy's Company
- White Castle

Government - County

- Franklin County Auditor
- **Franklin County Board of Commissioners:**
 - » Office on Aging
 - » Office of Animal Care & Control
 - » Coroner's Office
- Franklin County Engineer
- Franklin County Recorder
- **Franklin County Treasurer**

Government - Local

- City of Columbus
- City of Columbus Public Health

Government - State

- Ohio Auditor of State
- Ohio Bureau of Worker's Compensation
- Ohio Department of Administrative Services
- Ohio Department of Agriculture
- Ohio Department of Commerce
- Ohio Department of Development
- Ohio Department of Job & Family Services
- Ohio Department of Medicaid
- Ohio Department of Mental Health and Addiction Services
- Ohio Department of Public Safety
- Ohio Department of Rehabilitation and Correction
- Ohio Department of Youth Services
- Ohio Environmental Protection Agency
- Ohio Treasurer of State
- Public Utilities Commission of Ohio
- Supreme Court of Ohio

Healthcare

- Arthur G. James Cancer Hospital & Richard J. Solove Research Institute
- MedFlight/MedCare Ambulance
- **Mount Carmel Health System:**
 - Mount Carmel College of Nursing
 - Mount Carmel East
 - Mount Carmel Grove City
 - Mount Carmel Medigold
 - Mount Carmel St. Ann's
- Ohio ENT & Allergy Physicians
- **OhioHealth:**
 - Doctors Hospital
 - Dublin Methodist Hospital
 - Grant Medical Center
 - Riverside Methodist Hospital

Higher Education

- Ohio Dominican University
- Otterbein University

Hospitality

- Scioto Country Club

Insurance

- **Grange Insurance**
- **Nationwide Insurance**

Law

- **Bricker Graydon LLP**
- Ice Miller
- Legal Aid of Southeast and Central Ohio
- Taft, Stettinius & Hollister

Logistics

- Expeditors International

Manufacturing

- Autotool, Inc.
- Columbus Instruments
- Greif Packaging
- **Kimball Midwest**
- T. Marzetti
- Worthington Enterprises

Non-Profit Organizations & Social Services

- The Buckeye Ranch
- Better Business Bureau
- Big Brothers Big Sisters
- Columbus Empowerment Corporation
- Columbus Humane Society
- Columbus Metropolitan Club
- Community Development for All People: Thrive to 5
- Community of Caring Development Foundation
- Design Outreach
- Free Store for All People
- Gladden Food Pantry
- Goodwill of Columbus
- Habitat for Humanity
- Lifecare Alliance
- Local Matters
- Mid-Ohio Food Collective
- The Reeb Center
- YMCA of Central Ohio

Pension Funds & Retirement Organizations

- **Ohio Police & Fire Pension Fund**

Real Estate

- Casto
- Homeport

STEAM

- Columbus Museum of Art
- COSI
- Lincoln Theatre

Transportation & Aviation Services

- Central Ohio Transit Authority
- NetJets Services, Inc.



**400 East Town Street
Columbus, OH 43215
614-223-9261
crchsworks.org**

Denotes original partner