

CRISTO REY NEW YORK HIGH SCHOOL CORPORATE WORK STUDY PROGRAM

SAMPLE OF STUDENT TASKS & RESPONSIBILITIES

HUMAN RESOURCES

Screening, Recruiting, & Talent Acquisition

- Researching potential candidates on LinkedIn
- Creating and preparing folders and merchandise for network events
- Scanning and organizing recruitment documents
- Making phone calls to new hires for orientation and registration, scheduling calendar events
- Preparing Excel Spreadsheets and reviewing new hire profiles
- Sourcing resumes
- Preparing blogs for the company website, scheduling monthly social media posts for marketing

Training & Operations

- Assists with various office training
- Creating packets and materials for new employee hires, tabbing, organizing, and archiving files
- Preparing numerous staffing material handouts

Employee Relations Management

- Post open employee positions to electronic job boards
- Making phone calls to verify employment and termination dates, filing active and terminated employee reports
- Preparing and sending greetings cards to employees and customers
- 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- Properly disposing of terminated employee information, shredding sensitive and/or outdated documents and materials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
- Collecting, documenting, and analyzing pay rates and compensation across given employment fields
- Updating and formatting lists of new hires and terminated employees on excel spreadsheets
- Verifying and preparing Paid Time Off tracking (PTO) spreadsheets in Excel
- Reviewing and updating employee policy manuals
- Assist with communication and benefit changes during Open Enrollment

Administrative duties

- Preparing letters and composing emails to clients; sorting, distributing, stamping, sealing, and filing mail
- Maintaining schedules for appointment rooms and preparing rooms for meetings
- Assisting with event planning, setting up and tidying offices and event space, booking reservations
- Filing W-4s, direct deposit forms
- Stamping and labeling contracts, faxing supply orders
- Entering, filing, and updating invoices in CRM

ACCOUNTING/FINANCE

Data, Reports, and Transactions

- Updating client summary lead sheets for financial automated control testing reports
- Separating and posting checks into the CRM database and transferring data
- Reviewing bank statements and credit reports for routine account security purposes
- Collecting historical data for compliance records
- Generating, running, and preparing internal reports
- Preparing mutual funds holdings account schedules
- Reviewing revenue accounts for specified companies

- Completing weekly acquisition screening
- Preparing limited practice lists into Excel
- Creating and sending purchase orders and invoices.
- Reconcile credit card statements with receipts.
- Match and file invoices and checks.
- Review incoming invoices.
- Allocate charges to appropriate expense accounts.

Banking Management

- Organizing deposit and withdrawal slips, filing bank statement receipts
- Scanning and indexing transaction and exit tickets
- Creating excel sheets detailing bank statements, reviewing customer statement accounts, and extracting closed account information from CRM
- Processing loan approval and denial letters and sending to clients
- Scan journal entries and cash receipts

Tax Support

- Assisting with tax return completion and filing, updating client identification numbers for tax returns, updating tax management portfolios, preparing tax depreciation import files, creating and updating tax refund spreadsheets
- Digitalizing tax apportionment binders
- Distributing and Mailing W-9 Taxpayer Identification Number and Certification Forms
- Inserting NAICS (North American Industry Classification System) codes for identifying companies and businesses, verifying loan numbers

Research

- Researching and confirming settlement dates on annuities, reviewing certificate renewals
- Preparing stock investment summaries, researching stock values

Administrative Duties

- Covering receptionist duties and greeting customers/clients
- Providing customer service in person and/or over the phone
- Take inventory of office supplies and record in an excel spreadsheet
- Order office supplies based on recorded inventory levels
- Stock all supply closets
- Preparing letters and composing emails to clients; sorting, distributing, stamping, sealing, and filing mail
- Copying documents and materials for board meetings, setting up conference
- Sorting general partner correspondence

MARKETING

Data and Source Tracking

- Monitoring and printing expense reports, completing Excel projects (invoicing, graphs, updating analytics, etc.)
- Entering data into CRM, analyzing data for the sales team, preparing “Economic Wins” reports for meeting preparation

Product/Strategy Management

- Analyzing and resolving outlier records using Transactional Data (TDR) reporting and other tracking programs
- Preparing plans in Strata View to plan commercials and advertisements
- Creating PowerPoint presentations
- Researching proposals and press releases, drafting summaries for upcoming events, creating content for presentations
- Preparing deliverable reports for managers
- Generating pass-back reports and tags
- Preparing and updating data in excel
- Create newsletters for internal and/or external distribution

Internal-Support & Media Campaigns

- Creating and posting blogs and social media posts
- Build and update social media calendar
- Create content for social media posts
- Review social media presence and provide suggestions for improved presence on all platforms
- Preparing customer mailings and brochures, updating sponsors on marketing data
- Creating infographics for events and assisting with the promotion of charity events
- Traveling to local client meetings and assisting team members with marketing objectives

Administrative Duties

- Organize and take inventory of promotional supply room
- Prepare marketing materials and promotional items for events and meetings
- Create sample cards, name tags, and tend cards for meetings, events, and receptions
- Copying agendas and documents for board meetings

Community Relations

- Track donation requests
- Prepare approved donations for shipment
- Input donor information and process acknowledgment letters for the signature
- Distribute Friday dress-down stickers to employees who have donated
- Maintain a record of volunteers for various events
- Prepare materials for community events
- Attend community events and promote the organization
- Update donors contact information in CRM

MEDICAL FIELD

Patient Interactions

- Assist with checking-in patients and transporting patients within hospital grounds
- Participating and preparing activities for patients, such as bingo, arts and crafts, and trivia games.
- Assisting with patient physical therapy
- Completing assessments for patients
- Transport patients upon admittance, discharge, and as needed for procedures
- Deliver patient satisfaction surveys to patients before discharge

Nursing Floor Responsibilities

- Making hospital beds and preparing patient bags
- Assisting with general duties throughout the various departments: Emergency Room, Labor and Delivery, and Cardiology
- Stock patient room closets with linen and supplies for the nursing staff
- Prepare patient rooms with gowns and linen before patient admittance
- Prepare patient beds throughout the day
- Sanitize all countertops and handrails
- Assisting physicians, nurses, and technicians in the preparation of tools and equipment
- Respond to patient needs or seek nurse for assistance
- Deliver water to patient rooms as needed throughout the day

Administrative Tasks

- Creating and updating mailing list for patient correspondence, filing documents alphabetically, updating employee calendars
- Filing patient documents, calling patients to confirm appointments
- Creating orientation packets for incoming residents, helping set up curriculums for residents and staff
- Maintain patient files
- Create and maintain employee productivity reports

- Prepare and scan medical records
- Assist in the preparation of medical conferences and meetings
- Assist in the onboarding process of new residents/patients
- Visit preparation in online medical systems

INFORMATION TECHNOLOGY

Hardware Management

- Hardware set-up: Routinely monitor, test, repair and, as needed, replace computer hardware (i.e. monitor, printer, keyboard, mouse, USB connection, etc.) that is not functioning properly
- On-site support: Set up, test, monitor and support technology and audio-visual equipment (i.e. Polycom, microphone, projector) within corporate facility
- Perform checks on hardware throughout corporate facility (i.e. restart computers, check printers are working, change paper and toner)
- Hardware swap: Contact user to schedule a time to change out components (i.e. desktop, laptop, monitor, and/or printer). Apply asset tags to each new component and record in asset management system
- Asset management: Responsible for entering incoming and outgoing asset information into the client system. Conduct inventory of hardware/software components and record in central data source for each device in the department

System Testing

- Business System Analyst: Create system test script for new applications for desk/laptop, iPhone, and iPad, run test, document results for requirements and communicate results to IT team
- Project management: Monitor testing project dashboard and request forms, track active projects Stage-Gate status and determine next steps to complete the testing requirements

Technology Configuration

- Laptop Imaging: Image laptops for new employees and consultants, including completion of testing steps and delivery to user

- Update computers by installing and/or removing software applications and complete testing to ensure installation is complete
- Update master image folders including updates to all applications, necessary configuration changes and the addition of new applications, as needed
- Remote testing: Configure, correct, and test remote laptops via remote control software to solve user issues.