

Job Title	Student Support Manager (multiple openings)
Employer/ Agency	Communities in Schools
Job Description	<p>The CIS Student Support Manager will coordinate, direct and implement varied professional administrative functions in the day-to-day operations on the assigned campus site.</p> <p>Manages direct service delivery of one or more CIS components as indicated in performance expectations i.e., supportive guidance, referral, linkage and monitoring, parental involvement, academic support, career awareness, and cultural enrichment.</p> <p>The CIS Student Support Manager performs other administrative functions that may include interfacing with campus teams and community partners/resources, departmental and agency activities; and documentation of service delivery.</p> <p>Duties/Responsibilities:</p> <ul style="list-style-type: none"> • Manages major campus functions. • Adheres to performance expectations, campus plan and campus agreement. • Ensures that goals and objectives of CIS are accomplished in conjunction with assigned campus principal's expectation within the prescribed time frame and funding parameters. • Coordinates agency/partners/community resources. • Develops and evaluates subordinates and volunteers. • Manages budget. • Oversees campus caseload and compliance goals as set by campus contract.
Qualifications	<p>Minimum Educational Requirements:</p> <ul style="list-style-type: none"> • Bachelor's degree in Behavioral Sciences or Social Work required. Master's Degree preferred. <p>Minimum Experience Requirements:</p> <ul style="list-style-type: none"> • Two years of related work experience is required. <p>Required Knowledge & Skills:</p> <ul style="list-style-type: none"> • Valid Texas Driver License. • Excellent written and verbal communication skills. • Ability to work with multiple levels of supervision within CIS and the campus. • Experience working with youth, preferably in a school setting. • Excellent organizational and time management skills. • Ability to meet short- and long-term deadlines.

	<ul style="list-style-type: none"> • Proficient with Microsoft Office Suite. • Preference will be given to applicants with specific skill sets as requested by campus assigned principal i.e. bilingual, trilingual, and ability to establish and maintain effective working relationships with internal/external community.
Salary/Hours	Bachelor's Degree starting at \$47,440/year, Applicable Bilingual Stipend \$1,500/year Master's Degree starting at \$56,502/year, Applicable License Stipend \$4,000/year
City, State, Zip	Houston TX
Application Method	Please email your Cover Letter and Resume to hrresumes@cis-houston.org
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.