

Job Title	Student Support Manager
Employer/ Agency	Communities In Schools of Houston, Inc.
Job Description	<ul style="list-style-type: none"> • Coordinate, direct and implement varied professional administrative functions in the day-to-day operations on the assigned campus site • Manage major campus functions; adhere to performance expectations, campus plan, and campus agreement • Ensure that goals and objectives of CIS are accomplished in conjunction with assigned school principal's expectation within the prescribed time frame and funding parameters • Coordinate agency/partners/community resources • Develop and evaluate subordinates and volunteers, manage budget, and oversee campus caseload and compliance goals as set by campus contract • Manage direct service delivery of one or more CIS components • Perform other administrative functions that may include interfacing with campus teams and community partners/resources, departmental and agency activities • Document service delivery
Qualifications	Bachelor's Degree in Social Work, Psychology or other closely related field required, Master's Degree preferred.
Salary/Hours	Competitive Salary & Excellent Benefit Package Monday – Friday 10:30 am – 6:30 pm/ Full-Time Position
Address	1111 North Loop West, Suite 300
City, State, Zip	Houston, Texas 77008
Contact Person	Jessica Reyes
Contact Title	Human Resources Manager
Telephone Number	713-654-1515
Fax Number	713-862-4885
Email Address	hrresumes@cis-houston.org
Application Method	Please send resume and cover letter to: hrresumes@cis-houston.org Please visit www.cishouston.org/employment for more information.
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.