

Date Posted: 10/17/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title:	Account Manager
Employer/Agency:	Aim Truancy Solutions
Job Description:	<p>Aim Truancy Solutions is a fast growing and energetic company that works with truant middle school and high school students, in order to get them back on track to graduate. We are currently seeking a dynamic, enthusiastic and creative Account Manager who can offer daily case management and support to our students. This candidate must possess interpersonal skills and have the willingness and experience to build strong relationships with the community, including students, families, school officials and administration. The Account Manager will be working closely with a variety of school officials ranging from attendance clerks to counselors and vice-principals. Strong knowledge of community resources surrounding the area is desired. This position is benefits eligible..</p>
Qualifications:	<ul style="list-style-type: none">-Bachelor's degree required-Bilingual in English/Spanish required (both oral and written)-Previous work experience in a school or community based setting is preferred-Ability to self-start and prioritize multiple required tasks-Ability and willingness to travel to different schools, conduct home visits, attend community meetings, etc.-Shows ability to problem-solve, has a good sense of humor and a strong desire to work with diverse schools, students and their families-Intermediate computer skills and proficiency using Microsoft Office, especially Excel and PowerPoint-Flexibility in hours of work-Drug test, criminal background check and reliable transportation required.

Salary/Hours:	DOE
Employer/Agency:	Aim Truancy Solutions
Application Method:	Please send any questions and/or submit resume to: coach@aimtruancy.com
Opening Date:	Immediately

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