

<b>Job Title</b>	Student Support Manager
<b>Employer/ Agency</b>	Communities In Schools of Houston, Inc.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Coordinate, direct and implement varied professional administrative functions in the day-to-day operations on the assigned campus site</li> <li>• Manage major campus functions; adhere to performance expectations, campus plan, and campus agreement</li> <li>• 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</li> <li>• Coordinate agency/partners/community resources</li> <li>• Develop and evaluate subordinates and volunteers, manage budget, and oversee campus caseload and compliance goals as set by campus contract</li> <li>• Manage direct service delivery of one or more CIS components</li> <li>• Perform other administrative functions that may include interfacing with campus teams and community partners/resources, departmental and agency activities</li> <li>• Document service delivery</li> </ul>
<b>Qualifications</b>	Bachelor's Degree in Social Work, Psychology or other closely related field required, Master's Degree preferred.
<b>Salary/Hours</b>	Competitive Salary & Excellent Benefit Package 37.5 hours per week / Full-Time Position
<b>Address</b>	1111 North Loop West, Suite 300
<b>City, State, Zip</b>	Houston, Texas 77008
<b>Contact Person</b>	Jessica Reyes
<b>Contact Title</b>	Human Resources Manager
<b>Telephone Number</b>	713-654-1515
<b>Fax Number</b>	713-862-4885
<b>Email Address</b>	<a href="mailto:hrresumes@cis-houston.org">hrresumes@cis-houston.org</a>
<b>Application Method</b>	Please send resume and cover letter to: <a href="mailto:hrresumes@cis-houston.org">hrresumes@cis-houston.org</a> Please visit <a href="http://www.cishouston.org/employment">www.cishouston.org/employment</a> for more information.
<b>Opening Date</b>	Immediately

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