



Student Support Manager

Reports to the Center Director and is a salaried, exempt position. Supervises the maintenance of student records and provides reports in accordance with DOL rules and regulations. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Coordinates with Education and Training and Group Life departments to ensure the timeliness and accuracy of records dealing with student movement to, within or from the center.
- Coordinates and ensures proper completion of Job Corps forms and controls their flow between departments and related off-center agencies.
- Monitors the maintenance of all records pertaining to student pay and allowances, including: allowance for living expense; regular pay and raises; readjustment allowance; clothing allotment allowance; accrued vacation; and transportation allowance.
- Develops procedures required to implement the Job Corps policies affecting student records and benefits, and initiates changes.
- Directs completion of forms pertaining to student input with screening agencies and processes all student transfers.
- Reviews forms on all students reported as AWOL or unaccountable.
- Supervises all adjustments affecting student pay and allowances with the SPAMIS center.
- Prepares and conducts performance appraisals.
- Interviews and selects staff
- Ensures departmental equal employment and affirmative action goals and objectives are met.
- Conducts in-service staff training sessions.
- Attends required staff training sessions.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adhere to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- High School graduate or equivalent. Three years work-related experience in record keeping, one of which was in a lead or supervisory capacity.
- Prefer additional college coursework or Job Corps experience.
- Valid State driver's license in the state of employment with acceptable driving record.

Additional Requirements: Proficient in the use of a personal computer; working knowledge of word processing and math spreadsheet and electronic mail software applications. Thorough knowledge of office management procedures and recordkeeping functions. Sound management techniques. Good organizational skills. Ability to effectively relate to trainee population. Excellent communication skills, both oral and written. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

Working Conditions: This position involves frequent sitting and occasional standing and walking. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 15% of work time outside and 85% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.