

Agency Name	TG
Job Title	Public Assistance Support Coordinator
Job Description (including hours and responsibilities)	<p>TG seeks to hire an energetic, driven, and experienced Public Assistance Support Coordinator to join our team as part of our holistic and integrated approach to serving students enrolled in higher education. Major Purpose of Public Assistance Support Coordinator: The purpose of the coordinator position will be to develop a new, and innovative, remote support system to connect students to public assistance programs in various states.. As a member of TG Student & Institutional Success team, the Public Assistance Support Coordinator will serve in an integral position in developing a framework for connecting students to public assistance, developing processes related to the intervention(s) and facilitating the interventions in a one on one capacity with students across the country. Decision Making / Activities include: ♣ * Develop a system to assist students in accessing public assistance programs remotely using technology ♣ * Administer the intervention after development by providing direct service to students ♣ * Replicate this system for multiple states in TG's service area ♣ * Develop policies and procedures related to the administration of this program ♣ * Assist in program assessment and tracking of engaged students ♣ * Ensure TG's high expectations for quality in all assigned projects ♣ * Identify and make recommendations to improve work processes as appropriate ♣ * Grow the program, as appropriate based on demand, and think about long term scalability</p>
Job Location	Round Rock, Texas
Qualifications	<p>Required Qualifications: • Bachelors Degree • At least 2 years experience with social work related activities (this can include: case management activities, practicum experiences and programs serving high needs populations) Preferred Qualifications: ♣ * Master's degree in Social Work, Public Health/Policy, Counseling, or an appropriate field desired ♣ * Experience working with public assistance programs ♣ * Experience in developing new interventions and protocols ♣ * Experience working with remote / virtual delivery instruments ♣ * Experience with college students ♣ * Ability to navigate tight deadlines and multiple priorities ♣ * Very strong verbal and written communication skills ♣ * Ability to work with multiple teams at TG,</p>

	with end users (students) and with institutions of higher education ♣ * Ability to relocate to Austin/Round Rock, Texas
Link to application web site (if applicable)	http://www.tg.org/careers
Application Contact Name	Cynthia Lichtenberger
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