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# Job Opening

# Scholarship Support Supervisor

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**Posted: 7/18/2017**

**Available Immediately**

**Full Time**

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Think Small™ has been dedicated since 1971 to advancing quality care and education of children in their crucial early years. We currently have an opening for a supervisor to work with Program Assistants ensuring day to day administrative and program support needs are met in a timely and efficient matter. This position will also oversee ELSA projects working in coordination with department manager.

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## Essential Job Functions

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- Coordinate with department manager to meet all contractual and agency specific data maintenance, timelines and deadlines
  - Coordinate with appropriate staff on ELSA projects; monitoring progress; producing reports; implementing changes; training staff; auditing program data; etc.
  - Supervise Scholarship Program Assistants - First line problem solving; training; participate in hiring and discipline decisions; staff development; scheduling; performance reviews; etc. Ensure quality and quantity and oversee day to day work flow
  - Ensure best practice standards are implemented and maintained
  - Assist in allotment monitoring and program compliance
  - Assist in data management, and accuracy
  - Maintain communication between agency departments and partners on scholarship programs and ELSA
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## Requirements

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- Must be proficient in Microsoft Office (Excel, Word, PowerPoint, and Access).
  - Tech savvy and comfortable learning new systems and using multiple systems simultaneously
  - Demonstrated leadership experience in staff supervision, program implementation and government contract compliance
  - Ability to handle a variety of tasks simultaneously
  - Excellent customer service and communication skills and superior organization and time management skills
  - Process improvement experience
  - Demonstrated experience in establishing and maintaining effective working relationships with diverse communities, clients, management community partners and staff
  - Ability to work independently and in a group environment
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## Salary and Benefits

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Think Small offers a minimum of \$ 20.14 per hour for this position and an excellent benefits package. Our 100+ employee agency offers flexible schedules and a family-friendly, professional work environment in an award winning building located in Little Canada near Highways 35E and 694. We also have an office in Minneapolis off Highway 280 and East Hennepin Avenue.

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## How to Apply

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Submit cover letter and resume with salary requirements to:

**Email - [jobs@thinksmall.org](mailto:jobs@thinksmall.org)** with the job title on the subject line

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**Think Small is an Equal Opportunity and Affirmative Action Employer**

10 Yorkton Court, St Paul, MN 55117

