



Man-Tra-Con Corporation is seeking candidates to fill the following position:

Job Title: Student Success Coordinator (CEJA-071525-01)

Location: Carbondale, Illinois

Salary: \$46,295 per year

Employment: Position contingent upon grant funding

Job Description

The Student Success Coordinator leads a team of Career Specialists and oversees support services across a 19-county area to help participants successfully complete clean energy training programs and secure employment. This role combines team leadership with direct oversight of participant services, from initial enrollment through job placement and follow-up.

As a Man-Tra-Con Corporation position, the Student Success Coordinator makes a meaningful difference in Southern Illinois by coordinating services that help job seekers develop professional skills and secure full-time employment in the growing clean energy sector.

Expected hours: 35 hours per week

Benefits: Benefits include paid time off, 401K, health, dental and vision insurance.

Primary Responsibilities

The Student Success Coordinator is expected to:

- Supervise and mentor Career Specialists, conduct onboarding and training, and oversee case management processes and service delivery standards
- Guide enrollment processes, oversee assessments and service planning, manage complex cases directly, monitor participant progress, coordinate cohort completion ceremonies
- Manage support service delivery to address participant needs and remove employment barriers
- Oversee job placement activities, career planning, and employment preparation while managing post-program follow-up and tracking employment outcomes
- Generate compliance reports, coordinate data quality control, monitor performance metrics, and support corrective action planning to maintain program effectiveness

Educational/Work Experience Requirements

Candidates must meet the following qualifications:

- Bachelor's degree in social work, education, human services, or related field; 3+ years of experience in case management, student services, or workforce development, OR equivalent combination of education and experience

Essential Skills & Requirements

Candidates must also demonstrate the following competencies:

- Excellent written and verbal communication skills with the ability to present to groups and stakeholders
- Proficiency in Microsoft Office software (Word, Excel, and Outlook), database management systems, and reporting tools
- Database management skills to enter, manage, and analyze customer information, case notes, and program data
- Demonstrate daily problem-solving and decision-making skills while supervising staff and working with diverse, sometimes difficult-to-serve participants
- Strong interpersonal and leadership skills with the ability to mentor, train, and manage team members
- Ability to handle personally identifiable information according to federal, state, and local policy, and maintain strict confidentiality
- Ability to coordinate services across multiple sites and manage complex caseloads
- Ability to perform independent work and travel throughout the 19-county service area
- Experience with performance management, staff evaluations, and corrective action processes
- Flexibility to work occasional evening or weekend hours for program delivery and events
- Fluency with speaking Spanish is a plus, but not required
- Valid driver's license with reliable transportation
- Background screening may be required

Basic Skills

1. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Speaking - Talking to others to convey information effectively.
4. Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Licenses and certifications

Valid driver's license and proper vehicle insurance.

OTHER

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Expected Hours of Work

This is a full-time position. Normal operating days and hours of work are Monday through Friday, 8:30am-4:30pm. Occasional weekends and evenings may occur.

Travel

Travel within the workforce area #25 will be required in addition to occasional travel outside the workforce and the immediate southern Illinois area. Occasional overnight travel may be required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers to type or handle documents. The employee is occasionally required to stand, walk, sit, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. Must be able to travel and attend meetings as needed. Participation in offered training opportunities is encouraged.

The statements contained in this job description reflect general duties as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Management, Training and Consulting Corporation's policies and procedures. This document describes the position as it is currently. It is not an employment contract. Our corporation reserves the right to modify job duties or job descriptions at any time.

HOW TO APPLY

Please do not apply through Indeed. To be considered for this position, please email a cover letter and resume to: TheresaSmith@mantracon.org

DEADLINE TO APPLY: Friday, July 25, 2025, by 4:30 p.m.

NOTE: Please be sure to include a cover letter with your resume.

**Man-Tra-Con Corporation is a member of the American Job Center network,
and an Illinois workNet Center partner.**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2025 Man-Tra-Con Corporation.