



Trident Technologies and
Consulting – Global, LLC

Student Management Coordinator **“Contingent Upon Award”**

Job Title: Student Management Coordinator
Work Location: San Antonio, TX
Position Classification: Full Time
Background Investigation: National Agency Check with Local Agency and Credit Checks (NACLC), Ability to obtain a SECRET DOD Security Clearance

www.t2cglobal.com

Overview

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

Responsibilities

The Student Management Coordinators provide management and administrative support for students reporting for and attending the MA Class “C” School at NTTC Lackland AFB. While working in a dynamic environment requiring interaction with students, military and government civilians, Student Management Coordinators perform their duties independently. The Student Management Coordinators will typically perform the following duties:

- Coordination of the Orientation and Class Assignment of Students including:
 - Track/account for Personnel Reliability Program (PRP) qualified and non-qualified PRP candidates.
 - Verify ID card and driver’s license in accordance with course requirements.
 - Provide instruction and guidance to students, in the classroom in completing all required administrative forms – Risk Factor Screening Sheet; Student Information Sheet; Transfer Information Sheets; Debt to Income Ratio forms; Basic Gain Data Sheets; Motorcycle Survey Questionnaire; Personnel Reliability Programs forms, and Reenlistment forms.
 - Provide issuance, instruction and guidance to students during “class-up” on required gear wear.
 - Complete and route set-back and disenrollment packages, input/update student information sheets utilizing Microsoft Office programs, and notify the appropriate chain of command.
 - Required to attend the Command Financial Specialist course.
- Performance of administrative duties including:
 - Provide pay and leave support to students utilizing Master Military Pay Account (MMPA) and Navy Standard Integrated Personnel System (NSIPS).
 - Review, verify, prepare, and assemble DD Form 1056, Authorization to Apply for a “No-Fee” Passport and/or Request for Visa in support of student transfers.



- Utilize the Transaction Online Processing System (TOPS) to input transfer data/information and to submit requests for per diem, travel advances, and other required documentation related to student transfers.
- Prepare and assemble screening packages as required for overseas assignment and special programs.
- Prepare and distribute appropriate message traffic relating to delay in reporting, cancellation of orders, and other student related transactions.
- Manage the Student Sponsor Program. Perform duties as Sponsor Coordinator including the preparation and distribution of sponsorship information and packages and ensuring that all students are assigned sponsors prior to detachment.
- Enter CENSECFOR student data as required into the Corporate Enterprise Training Activity Resource System (US Navy) (CeTARS), including mustering, graduating, updating student diaries, and generation of enrollment/graduation rosters as well as general CeTARS reports.
- Provide daily muster reports to the chain of command for personnel assigned to the Master-at-Arms/Law Enforcement (MA/LE) department.
- Maintain accountability and track students on a daily basis.
- Submit an accurate and up-to-date class roster to the Enlisted Personnel Management Center (EPMAC) that identifies fleet returnees under orders, non-prior service students that are PRP qualified, and non-prior service students who are ineligible for overseas assignments due to financial management or drug/alcohol problems. Coordinate with Class Mentor on future duty assignment requests and submission of duty preference data to EPMAC.
- Submit "set-back", disenrollment, and "dropped on request" packages, update all required programs and provide appropriate notification to all concerned in a timely manner.
- Prepare and maintain weekly, monthly and end of year reports.
- Provide customer service for staff and students.
- Verify and submit class reenlistment request, when applicable.
- Provide weekly class rosters to respective Personnel Support Activity Detachment (PSD) and Training Support Detachment (TSD).
- Track, verify, and print all non-prior service student orders. Complete all Transfer Information Sheets (TIS) for all students with orders to CONUS locations, and submit to PSD.
- Provide required uniform order forms to PRP candidates selected for assignment to security assignment positions at Kings Bay, GA and Bangor, WA.
- Provide mail and courier runs, as required.
- Attend weekly staff meetings, as required.
- Liaison with PSD, EPMAC, Bureau of Naval Personnel (BUPERS), and PRP personnel
 - Liaison with PSD regarding student pay problems, reenlistment requests, etc.
 - Liaison with EPMAC and BUPERS regarding student assignments, when applicable.
 - Ensure that all concerned activities are kept up to date regarding any changes in student status.



- Provide current class roster data to PSD.
- Establish and maintain appropriate accounts for the BUPERS On Line (BOL) system.
- Coordination of Graduation Ceremonies including:
- Submit the “awards shell” to the graduating Class Mentor one week prior to graduation, if required.
- Verify and submit class awards, appointment/advancement certificates, and letters of appreciation via the chain of command.

Qualifications

Required:

- **Must possess a favorable adjudication of a National Agency Check with Local Agency and Credit Checks (NACLC) Background Investigation, Ability to obtain a Favorable Tier 3 Background Investigation (SECRET DOD Security Clearance).**
- A High School diploma or GED
- At least four (4) years of experience in a Navy or Marine Corps administrative environment, preferably in a training support role
- Possess a valid state driver’s license
- Possess the analytic capability to identify and research the various directives, regulations, and policies, in order to determine solutions to problems, issues, and concerns

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee must be capable of performing all training evolutions to include all tactical and dynamic maneuvers per the testing plan; including the ability to effectively complete weapons qualifications in the standing, kneeling and prone positions; ascend or descend ladders and go through narrow passageways; be free of any abnormal fear of heights and be able to acclimate to extreme local environmental conditions (e.g., high heat, humidity). These conditions and standards must be met at time of employment, and that these fitness standards are to be sustained throughout the life of the contract. The employee may be required to move ten pounds and could occasionally lift or move up to thirty-five pounds.

Disclaimer: The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

Special Conditions

- If offered employment, you will be required to submit to a background investigation.



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- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

Equal Opportunity Employment Statement

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.

T2C-Global POINT OF CONTACT

If interested in applying for the above listed position, please contact us at; recruit@t2cglobal.com