

Job Title	Program Director 1
Employer/ Agency	UH GCSW
Job Description	<p>Directs an ongoing university program to ensure that prescribed activities are carried out in accordance with its mission and/or specified objectives. Prepares short- and long-term goals and objectives.</p> <ul style="list-style-type: none"> • Plans, develops and administers methods, strategies and procedures for meeting program objectives; directs and oversees the daily activities of staff members. • Prepares and monitors the annual budget and ensures that expenditures are within budget allocation. • Directs and coordinates personally, or through subordinate personnel, activities concerned with carrying out the objectives of the program. • Directs the preparation of and reviews reports and records of activities to ensure progress is being accomplished toward specified program objectives; modifies or changes methodology as required to redirect activities and attains objectives. • Analyzes trends within program areas, maintaining expert awareness of program information and change needs. • Formulates, implements, and maintains appropriate policies and procedures concerning program administration. • Manages and administers grant for program, including meetings, communication coordination, scholarships and other operations. • May prepare or participate in the preparation of proposals to obtain grants from state and federal agencies, and private foundation sponsors. • Performs other job-related duties as assigned. • Staff member will provide the following for the MSW program student population. <ul style="list-style-type: none"> • Counseling regarding academic and personal concerns. • Academic advising and orientation sessions for students. • Academic counseling and support programs. • Crisis management support for students. • Support for graduation, career development and licensing. • Student engagement and community building for students. • Expert knowledge for assigned enrollment model. • Leadership of at least 2 task areas for Graduate Enrollment Management at GCSW. • Supervision of staff and/or student interns. • Service on GCSW committees.
Qualifications	<p>Bachelors and 3 years' experience</p> <p>Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly</p>

	<p>related to the type of work being performed.</p> <p>Experience: Requires a minimum of three (3) years of directly job-related experience.</p> <p>Master's degree is preferred.</p> <p>Department is willing to accept education in lieu of experience</p> <p>This position is eligible for Alternative Workplace Arrangements</p>
Salary/Hours	Commensurate with experience. Full-time
City, State, Zip	Houston TX
Application Method	https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA014648&tz=GMT-05%3A00&tzname=America%2FChicago
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.