

<b>Job Title</b>	<b>Program Manager</b>
<b>Employer/ Agency</b>	University of Houston Conrad N. Hilton College of Hotel and Restaurant Management
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Reports to the Dean, College of hotel and Restaurant management overall with dotted line to the Diageo US Learning Skills for Life (LSFL) Director.</li> <li>• Responsible for the on-site administration of program in a given market, overseeing daily operational logistics and the implementation and administration of LSFL program as outlined by the guidelines of the LSFL Standard Operating Procedures manual. The LSFL will provide student with the knowledge, skills and ability to function in a front of the house service position in the food service industry. The training will lead to employee as a wait staff in a full service restaurant or a banquet staff position.</li> <li>• Manages daily/weekly program agenda, curriculum and certification process and ensures all operational and logistical deadlines are met.</li> <li>• Responsible for the overall operation of office administration, including program staff, logistics, vendor relations and maintaining proper inventory of office equipment, supplies and training material.</li> <li>• Recruits, supervises and provides direction to contracted trainers for each specified course, as well as to additional facilitators, guest speakers and program support staff. Assists Diageo’s project lead with the scheduling of Diageo employee engagement.</li> <li>• Manages agreed program budget and reporting procedures, following budget guidelines. Compiles data, prepares and distributes periodic reports as requested by the University or Diageo, and ensures program content, goals, objectives, and outcomes are met.</li> <li>• Manages all program participant activity, including the vetting and qualifying of applicants, referral organization participant progress reports, administration of internships and internship stipends certification exams, graduation and post-graduation job-placement follow up.</li> <li>• Collaborates with Diageo and the University in developing and managing partnerships and strategic alliances within the local community through outreach to community organizations for program participation referrals and industry employers for internship support. Oversees the coordination of partner and employer recruitment activities.</li> <li>• Acts as program liaison between Diageo and the University and works closely with LSFL Project Director and University Program Director to develop, recommend, and revise responsive plans for LSFL initiatives.</li> <li>• Implements and monitors “Learning Skills for Life” marketing efforts to</li> </ul>

	<p>include production and distribution of program information, collateral, development of marketing campaigns and presentations for delivery to local industry partners.</p> <ul style="list-style-type: none"> <li>• Represents University/Diageo “Learning Skills for Life” project at monthly/periodic industry association membership networking events and educational meetings</li> </ul>
<b>Qualifications</b>	<p>MSW graduate</p> <p>Ideal candidate will have some experience in the food service industry and be able to relate to a diverse student population. They should understand the challenges faced by the long-term unemployed.</p>
<b>Salary/Hours</b>	\$45,000-\$48,000 (initial 6 month position that could renew)
<b>Employer/Agency</b>	Conrad N. Hilton College of Hotel and Restaurant Management
<b>Address</b>	229 C. N. Hilton College and Hotel University of Houston
<b>City, State, Zip</b>	Houston, TX 77204-3028
<b>Contact Person</b>	John Bowen
<b>Contact Title</b>	Dean Barron Hilton Distinguished Chair
<b>Telephone Number</b>	713-743-2607
<b>Fax Number</b>	713-743-2482
<b>Email Address</b>	jbowen@uh.edu
<b>Application Method</b>	Contact Dean Bowen through telephone or email
<b>Opening Date</b>	May 2015

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**  
GRADUATE COLLEGE of SOCIAL WORK