

<b>Job Title</b>	Program Coordinator	
<b>Employer/ Agency</b>	Rice University – Kinder Institute for Urban Research	
<b>Job Description</b>	<p>The Program Coordinator coordinates the Community Bridges Program (<a href="https://kinder.rice.edu/community-bridges">https://kinder.rice.edu/community-bridges</a>), an experiential-learning program for Rice University undergraduates that works to strengthen the relationship between Rice University and the Greater Houston community. The Program Coordinator serves as the primary contact for the program; maintains and enhances relationships with community partner organizations; oversees student project placement and assists in host recruitment; and monitors the program’s budget and handles other administrative responsibilities. The Program Coordinator also coordinates with the partnering academic units on campus to handle student recruitment activities, assists in managing the program’s online and social media presence, and event planning.</p> <p>In addition, the Program Coordinator is involved in the Houston Community Data Connections Program (<a href="http://www.datahouston.org">www.datahouston.org</a>) managed by the Kinder Institute. The Program Coordinator assists in executing strategic community outreach and collaborates with nonprofit entities to further the program’s mission.</p>	
<b>Qualifications</b>	<b>Education Required</b>	Bachelor's Degree
	<b>Concentration / Degree Type</b>	Social sciences, public policy, community development or other related field.
	<b>Education Preferred</b>	Master’s degree.
	<b>Experience Required</b>	1 year
	<b>Type of Experience</b>	Experience with a public or non-profit, education or philanthropic organization.
	<b>License/Certification Preferred</b>	Valid Texas Driver’s License (or ability to obtain within 30 days of employment) required with no more than three moving violations within the past 36 months and no convictions or deferred dispositions for Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) within the past five years.
	<b>Skills Required</b>	<ul style="list-style-type: none"> <li>- Ability to complete multiple concurrent work assignments, set priorities, and solve problems while encountering interruptions in a fast-paced environment.</li> <li>- Ability to work independently and as a team member with other staff, students and stakeholders and to manage priorities and timelines across multiple projects to meet expected deadlines and schedules.</li> </ul>

	<ul style="list-style-type: none"> <li>- Written and oral communications skills.</li> <li>- Good time management and organizational skills.</li> <li>- Ability to develop program partnerships and funding sources by effectively working with diverse populations of customers, staff, students and community groups; must have a mature attitude and maintain good working relationships with other organizations and campus partners.</li> <li>- Ability and willingness to learn new strategies and undertake projects requiring the acquisition of additional knowledge or skills.</li> <li>- Willingness to participate in projects that involve community engagement and outside of the office research.</li> <li>- Knowledge of Microsoft Office Suite.</li> <li>- Possess data analysis skills.</li> <li>- Basic knowledge of managing budgets and developing financial plans.</li> </ul>
<b>Salary/Hours</b>	Salary Commensurate with Experience and Qualifications
<b>Employer/Agency</b>	Rice University – Kinder Institute for Urban Research
<b>Address</b>	6500 S Main St #1020
<b>City, State, Zip</b>	Houston, TX 77030
<b>Contact Person</b>	Jie Wu
<b>Contact Title</b>	Director of Research
<b>Telephone Number</b>	(713) 348-4132
<b>Email Address</b>	<a href="mailto:jie.wu@rice.edu">jie.wu@rice.edu</a>
<b>Application Method</b>	Apply online here: <a href="http://jobs.rice.edu/postings/14103">http://jobs.rice.edu/postings/14103</a>
<b>Opening Date</b>	April 3rd, 2018

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

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