

# Program Manager (SVPE)

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## Posting Details

### Position Information

|                            |                        |
|----------------------------|------------------------|
| <b>Job Title</b>           | Program Manager (SVPE) |
| <b>Posting Number</b>      | S003434                |
| <b>Hiring Department</b>   | Wellness Center:H0292  |
| <b>Grade</b>               | UHE 108                |
| <b>Hiring Range</b>        | \$2992.00 - \$3815.00  |
| <b>Full Time/Part Time</b> | Full-time              |
| <b>App Type Search By</b>  | External / Internal    |

The Sexual Violence Prevention and Education (SVPE) Program Manager is responsible for the coordination, and assessment of the university-wide sexual violence prevention and education at the University of Houston. Ensures multi-disciplinary violence awareness and risk reduction programming in regards to sexual assault, relationship violence, stalking, and bystander intervention. Serves as the liaison with university departments, academic departments, and student organizations.

### Job Description

Responsible for the overall coordination of sexual violence prevention and education programs both within the UH Wellness Center and university-wide; including programming and the administrative functions of the department.

Collaborates with university partners in developing the infrastructure for prevention and education programs for sexual violence.

Assists in the implementation of evidenced based education and

programming, research and assessment protocols as needed to ensure accountability and learning outcomes.

Participates in the strategic planning initiatives including program budget, and serves as a member of the leadership team of the UH Wellness.

Develop and facilitate workshops for UH Wellness on site and across the university community.

Manages, plans, and implements theory-based and evidence informed health promotional strategies, programs and services for the university.

Attends meetings and represents campus departments on division committees as well as attends conferences.

In conjunction with the UH Wellness team, provide leadership and training to graduate assistants, student workers, and interns.

Performs other job-related duties as required.

Requires application of advanced principles, techniques and theory in a professional discipline or a thorough general business management knowledge. Knowledge of this level is typically obtained through a directly job-related Master's degree or equivalent formal training in a recognized field of specialization that is directly related to the type of work being performed.

**Minimum  
Qualifications**

Requires a minimum of one (1) year of directly job-related experience.  
Requires technical certification or licensing directly related to the job, as specified on a job description addendum.

Preferred Competencies/Knowledge/Skills and Abilities:

- Master's degree in Social Work, Counseling, Psychology, Public Health, Higher Education, or a related field. At least two years' related experience, with a strong preference for those with professional experience in sexual health, sexual assault, relationship violence, stalking and bystander intervention.

**Additional  
Posting  
Information**

- Knowledge of and sensitivity to diverse communities. Ability to tailor outreach for a diverse subset of populations – including first-year, athletes, veterans, and LGBT students.

- A working knowledge of training and compliance requirements pursuant to nondiscrimination laws such as Title IX, Clery Act, and the Violence Against Women Act

- Excellent writing and communication skills, in addition to superior facilitation, training, and public speaking skills. May require some evening

programming hours.

**Security  
Sensitive  
Position** Yes

**Retirement  
Program** TRS

**Job Open Date** 06/26/2015

**Minimum  
Posting Date** 07/10/2015

**Expected Closing  
Date On or  
Before**

**Open Until Filled** Yes

## **Applicant Documents**

**Required Documents**

**Optional Documents**

1. Resume
2. Cover Letter/Letter of Application