

<b>Job Title</b>	Program Manager
<b>Job Type</b>	Staff
<b>Posting Number</b>	S003665
<b>Hiring Department</b>	Social Work-Community Projects:H0130
<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
<b>Job Description</b>	<p>Manages the day-to-day operations of a university program, which may include the supervision of staff employees and/or student workers.</p> <p>Plans and develops methods and procedures for implementing and administering the program.</p> <p>Manages program-specific budgetary and fiscal activities, including budget planning and analysis.</p> <p>Provides guidance to subordinate professionals in carrying out program objectives.</p> <p>May prepare or participate in the preparation of abstracts, research reports, funding proposals, operations and procedure manuals, and other written material and documentation as required.</p> <p>Reviews reports and records of activities to ensure progress is being made toward specified program objectives.</p> <p>Manages and administers grants for program, including the coordination of meetings, communications, scholarships and other operations.</p> <p>Develops, implements and maintains appropriate policies and procedures concerning program administration.</p> <p>May supervise statistical analyses of data using PC-based statistical programs; establishes and maintains database on research studies, policy issues, etc.</p> <p>Performs other job-related duties as assigned.</p>
<b>Minimum Qualifications</b>	<p>Requires a directly job-related 4 year degree from a college or university or an equivalent in-depth specialized training program that is directly related to the type of work being performed.</p> <p>Requires a minimum of one (1) year of directly job-related experience.</p>
<b>Additional Posting Information</b>	<p>This position will be responsible for the day-to-day operations of GLOBE Youth, in close consultation with Principal Investigator.</p> <p>Additional Job Duties:</p> <ul style="list-style-type: none"> <li>•Supervise the daily operations of the proposed project and oversee all related activities.</li> <li>•Oversee proper implementation of all project protocols and will be responsible for quality control.</li> <li>•Assist in all logistical aspects related to training sessions, including securing space, scheduling, etc.</li> <li>•In addition to planning, this position will evaluate, prioritize and review demands for the project.</li> <li>•Seek appropriate support and guidance when required from the Principal Investigator.</li> <li>•Supervise the proper implementation of the collection of all data including evaluation.</li> </ul>

	<ul style="list-style-type: none"> <li>•Establish a relationship with the local CBOs to sustain continuity of the project's recruiting efforts.</li> <li>•Prepare monthly reports about the status of the project and submit to the PI.</li> <li>•Assist the PI with study reports and related publications.</li> <li>•Time and effort from the grant funding will be at 100% for the duration of the project.</li> </ul>
<b>Retirement Program</b>	TRS
<b>Minimum Posting Date</b>	10/09/2015
<b>Job Open Date</b>	09/25/2015
<b>Expected Closing Date On or Before</b>	11/01/2015
<b>Open Until Filled</b>	Yes

**Apply Here:** <https://jobs.uh.edu/postings/27531>

## Applicant Documents

---

### Required Documents

1. Resume
2. Cover Letter/Letter of Application

### Optional Documents

1. Letter of Recommendation 1
2. Letter of Recommendation 2
3. Letter of Recommendation 3
4. List of Professional References