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| <b>Job Title</b>        | <b>Program Coordinator I - (STA007852)</b>   |
| <b>Employer/ Agency</b> | GCSW Center for Career & Professional Development<br>University of Houston   |
| <b>Job Description</b>  | <p>Coordinates and provides senior-level administrative support to an ongoing program at the University.</p> <ol style="list-style-type: none"> <li>1. Coordinates program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.</li> <li>2. Participates in planning and develops methods for program implementation and administration; coordinates program activities and processes.</li> <li>3. Reviews program records and reports of activities. Recommends modifications to methods or procedures as required.</li> <li>4. Prepares recurring and ad hoc program reports for management use.</li> <li>5. Assists in preparing reports, proposals, manuals, and other documentation as required for the program.</li> <li>6. Participates in budget planning and is responsible for controlling expenditures in accordance with budget allocations for the program.</li> <li>7. Conducts formal training or gives instruction regarding program policies and procedures.</li> <li>8. Interacts with faculty, staff and students to promote the goals and objectives of the program.</li> <li>9. Develops and maintains database on research studies, policy issues, etc.</li> <li>10. Performs other job related duties as required.</li> </ol> <p>The Program Coordinator is the onsite staff member and greeter for the GCSW Center for Career &amp; Professional Development in support of the work of GCSW Alumni, Career and Continuing Education programs. The Coordinator assists the Director with ongoing program operations including continuing education course marketing and support; maintenance of the GCSW job posting boards, trainings and event coordination; Career, Alumni and CE database maintenance; support of the annual salary survey and record keeping for the programs.</p> <p><b>Summary of Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Serves as the onsite staff representative to welcome, assist, and provide customer service to all visitors to the Career Center as a member of the Career &amp; Professional Development Center team.</li> <li>• Assists GCSW Director in marketing, scheduling CE classes and maintaining files that allow for CE to remain in compliance with the Behavioral Health Executive Council and Texas State Board of Social Worker Examiners as a Continuing Education Provider.</li> <li>• Coordinates CE courses with instructors, sends CE class welcomes to participants, maintains database and records of course offerings and rosters for courses; prepares fliers, sales promotion and advertising materials, website promotions and sends e-blasts and social media posts to market classes.</li> <li>• Organizes and maintains files for each course to ensure compliance with the Texas State Board of Social Worker Examiners for auditing purposes.</li> <li>• Prepares class packets, nametags, sets up, tears down, organizes, handles onsite and remote registration and face to face and virtual classroom support for instructors and participants; Prepares CE certificates and distributes after class or by email.</li> </ul> |

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|                           | <ul style="list-style-type: none"> <li>Assesses, researches, and recommends ideas for innovative course offerings that will meet the standards set by the Texas State Board of Social Worker Examiners and participant interest.</li> <li>Manages both the Online Job Board and GCSW Bulletin Boards by posting jobs and providing customer service to ensure continued job post usage by employers; Maintains and keeps current employer, Career Services, CE, student/alumni databases.</li> <li>Supports Special Events throughout the year through the creation of event fliers, registration management and staffing at the events.</li> <li>Creates survey, analyzes data, and prepares summary report for annual Salary Survey.</li> <li>Create fliers and sign in sheets for workshops, prints, and copies evaluation forms and handouts, maintains and records registration; and assists in editing and updating class/workshop materials.</li> <li>Other duties as assigned.</li> </ul>  |
| <b>Qualifications</b>     | <p><b>Education:</b> Undergraduate degree preferred or Associate degree with experience in the field of training program support, employment services support, event management or strong administrative support.</p> <p><b>Skills Needed:</b> Skilled in data entry, Survey Monkey or Qualtrics, sales promotion skills, familiarity with Social Work and nonprofits, flier creation, customer service, strong verbal and written communications, organizational skills, and social media messaging. Must be able to work as a highly cooperative member of the team.</p> <p><b>Qualifications</b><br/>Associates and 1 year experience<br/>Education: Requires the ability and knowledge for analysis and interpretation of procedures, policies and practices attainable through specific education and/or training programs in a specialty or technical field. Advanced vocational or electronic skills or a basic knowledge of a professional field is required. An Associate's degree or certification/licensing in a technical specialty program of over 18 months and up to 3 years duration are characteristic of this field. Experience: Requires a minimum of one (1) year of directly job-related experience</p> |
| <b>Salary/Hours</b>       | Full-Time  |
| <b>Employer/Agency</b>    | GCSW Center for Career & Professional Development<br>University of Houston   |
| <b>City, State, Zip</b>   | Houston, TX  |
| <b>Application Method</b> | To Apply:<br><a href="https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA007852&amp;lang=en&amp;sns_id=mailto#.YQrxOwdPIE4.mailto">https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA007852&amp;lang=en&amp;sns_id=mailto#.YQrxOwdPIE4.mailto</a>   |
| <b>Opening Date</b>       | Immediate  |

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.

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GRADUATE COLLEGE of SOCIAL WORK