

Job Title	Program Director II – LGBTQ Resource Center
Employer/ Agency	University of Houston
Job Description	<p>Responsible for the operations of a large program or center at the university. Oversees staff, budgets, and projects.</p> <p>Job Duties</p> <ol style="list-style-type: none"> 1. Oversees a large department, program or center. 2. Manages budget and engages in strategic planning to ensure all goals are met. 3. Hires and directs the activities of staff. Resolves personnel issues as they arise. 4. Engages in budget-planning, grant oversight, and policy development. 5. Implements new programs and projects, and monitors ongoing activities of department or center. 6. Reviews department policies and processes and implements improvements as needed. 7. Represents department or center to internal and external constituents. 8. Performs other job-related duties as required. <p>Directs the LGBTQ Resource Center's program to ensure that initiatives, programs and education contribute to, and are supportive of the department, division and university mission; prepares short- and long-term goals and objectives.</p> <p>Maintain collaborative partnerships in relation to information sharing, outreach, academic support, behavioral and mental health, campus resources, leadership opportunities, and mentoring activities; specifically connecting LGBTQ students to UH resources and support programs.</p> <p>Maintain and enhance educational training and awareness programs for students, staff, and faculty that contribute to changing negative attitudes about the LGBTQ community and create / maintain a more inclusive environment at UH. These include but are not limited to, Cougar Ally Training and , Coming Out Monologues.</p> <p>Provide support and leadership programs for LGBTQ students such as speakers bureau, SAGA Squad, and discussion groups. Advocate for and educate on issues, trends, and best practices related to the UH LGBTQ community.</p> <p>Engage in regular assessment and inquiry of the UH community related to department initiatives, programs and education; evaluates departmental and program effectiveness and prepare annual reports regarding activities, initiatives, programs, and outcomes.</p>
Qualifications	<p>Bachelors and 5 years experience</p> <p>Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, 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. Experience: Requires a minimum of three (5) years of directly job-related experience</p>
Salary/Hours	4,463-5804
City, State, Zip	Houston TX
Application Method	<p>Apply online: https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA009366&tz=GMT-06%3A00&tzname=America%2FChicago </p>
Opening Date	Immediately