### Job Title
Program Director 1

### Employer/ Agency
UH GCSW

### Job Description
Directs an ongoing university program to ensure that prescribed activities are carried out in accordance with its mission and/or specified objectives. Prepares short- and long-term goals and objectives.

- Plans, develops and administers methods, strategies and procedures for meeting program objectives; directs and oversees the daily activities of staff members.
- Prepares and monitors the annual budget and ensures that expenditures are within budget allocation.
- Directs and coordinates personally, or through subordinate personnel, activities concerned with carrying out the objectives of the program.
- Directs the preparation of and reviews reports and records of activities to ensure progress is being accomplished toward specified program objectives; modifies or changes methodology as required to redirect activities and attains objectives.
- Analyzes trends within program areas, maintaining expert awareness of program information and change needs.
- Formulates, implements, and maintains appropriate policies and procedures concerning program administration.
- Manages and administers grant for program, including meetings, communication coordination, scholarships and other operations.
- May prepare or participate in the preparation of proposals to obtain grants from state and federal agencies, and private foundation sponsors.
- Performs other job-related duties as assigned.

Staff member will provide the following for the MSW program student population.
- Counseling regarding academic and personal concerns.
- Academic advising and orientation sessions for students.
- Academic counseling and support programs.
- Crisis management support for students.
- Support for graduation, career development and licensing.
- Student engagement and community building for students.
- Expert knowledge for assigned enrollment model.
- Leadership of at least 2 task areas for Graduate Enrollment Management at GCSW.
- Supervision of staff and/or student interns.
- Service on GCSW committees.

### Qualifications
Bachelors and 3 years’ experience

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 (3) years of directly job-related experience.

Master’s degree is preferred.

Department is willing to accept education in lieu of experience

This position is eligible for Alternative Workplace Arrangements

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<tr>
<th>Salary/Hours</th>
<th>Commensurate with experience. Full-time</th>
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<tbody>
<tr>
<td>City, State, Zip</td>
<td>Houston TX</td>
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<td>Application Method</td>
<td><a href="https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA014648&amp;tz=GMT-05%3A00&amp;tzname=America%2FChicago">https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA014648&amp;tz=GMT-05%3A00&amp;tzname=America%2FChicago</a></td>
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<td>Opening Date</td>
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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 with the hiring details of your new job opportunity. Thank you.