

<b>Job Title</b>	Associate Director – Center for Student Advocacy & Community
<b>Employer/ Agency</b>	University of Houston – Center for Student Advocacy & Community
<b>Job Description</b>	<p>Responsible for the operations of a large program or center at the university. Oversees staff, budgets, and projects.</p> <ol style="list-style-type: none"> <li>1. Oversees a large department, program or center.</li> <li>2. Manages budget and engages in strategic planning to ensure all goals are met.</li> <li>3. Hires and directs the activities of staff.</li> <li>4. Resolves personnel issues as they arise.</li> <li>5. Engages in budget-planning, grant oversight, and policy development.</li> <li>6. Implements new programs and projects and monitors ongoing activities of department or center.</li> <li>7. Reviews department policies and processes and implements improvements as needed.</li> <li>8. Represents department or center to internal and external constituents.</li> <li>9. Performs other job-related duties as required.</li> </ol> <p>For more information: <a href="https://careers.uh.edu/jobs/associate-director-center-for-student-advocacy-community-houston-texas-united-states">https://careers.uh.edu/jobs/associate-director-center-for-student-advocacy-community-houston-texas-united-states</a></p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree</li> <li>• Requires a minimum of five (5) years of directly job-related experience.</li> <li>• 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.</li> <li>• Data entry accuracy and proofing capability; knowledge and experience with Word and Excel spreadsheet and word processing programs.</li> <li>• Strong verbal and written communication skills.</li> <li>• Able to safely lift 25-50 pounds.</li> <li>• Strong organizational and project management skills, with the ability to handle multiple initiatives and deadlines simultaneously is necessary.</li> <li>• Problem-solving skills and ability to identify issues and create action plans.</li> <li>• Ability to handle and maintain confidential information.</li> <li>• Food handlers and food managers permit (must be obtained within a month of hiring), civil rights training certificate (must be obtained within a month of hiring).</li> </ul>
<b>Salary/Hours</b>	Full-Time
<b>City, State, Zip</b>	Houston, TX

<b>Contact Person</b>	Michael Crook
<b>Email Address</b>	<a href="mailto:macrook@central.uh.edu">macrook@central.uh.edu</a>
<b>Application Method</b>	Apply Here: <a href="https://careers.uh.edu/jobs/associate-director-center-for-student-advocacy-community-houston-texas-united-states">https://careers.uh.edu/jobs/associate-director-center-for-student-advocacy-community-houston-texas-united-states</a>
<b>Opening Date</b>	Immediately

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.