

Date Posted: 02/18/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Assistant Director

Employer/Agency: The Community Involvement Center at Rice University

Job Description: The Assistant Director for the Community Involvement Center will coordinate, maintain, and refine the programs, services, and resources offered by the Community Involvement Center, under the advisement of the Director. He/She will support efforts of student leaders in community service and advocate and promote community service and volunteerism to the Rice University community.

Essential Functions and Responsibilities:

15% - Coordinate all Community Involvement Center literacy-focused efforts. Supervise the America Reads Tutoring Program; advise and support the English as a Second Language (ESL) Tutoring Program and other educationally-focused student service organizations; coordinate annual Literacy Awareness Week events; represent the Community Involvement Center to local and national literacy organizations; organize tutor and mentor trainings.

15% - Coordinate and direct, with other Assistant Director, Urban Immersion, week-long, service-intensive orientations to Houston's cultural and social issues, offered to incoming students during the summer. Plan and implement year-long program to engage participants during their first year at Rice.

15% - Provide advisement to the Alternative Spring Break program with the Director and other Assistant Director. Coordinate all processes (advertising, recruitment, selection, and participant paperwork) for the Alternative Spring Break program.

15% - Create and implement programs and services which support the mission of the Community Involvement Center, specifically ones which develop

students' leadership skills and ones which recognize students' contributions and volunteer efforts. Advise and support the Rice Service Council, including all programming for the Volunteer Leadership Retreat (fall) and Annual Volunteer Banquet (spring).

10% - Assist the Director in managing the general operations of the Community Involvement Center; represent the Community Involvement Center to the campus and community; respond to appropriate requests from students, faculty, staff, and the external community; market and promote the Community Involvement Center to the internal and external communities.

10% - Develop and implement Volunteer Opportunities Fair (fall) and Good Works Internship and Career Fair (spring).

10% - Advise and support other student service organizations, as assigned by the Director.

5% - Perform other tasks and special projects as assigned by the Director, Community Involvement Center; Executive Director, Center for Civic Engagement; and Dean of Undergraduates.

5% - Develop web and print content for Center for Civic Engagement programs, including writing participant and program profiles and collecting and editing journal entries.

Qualifications:

Bachelor's degree; one year of experience coordinating youth (K-12) or literacy programs (may substitute two years of any combination of graduate internships or undergraduate leadership in youth (K-12) or literacy programs accepted in lieu of one year of full-time work experience); valid Texas Driver's License (or ability to obtain within 30 days of employment) required with no more than three moving violations within the past 36 months and no convictions or deferred dispositions for Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) within the past 10 years. See on-line application for substitution of experience and a listing of preferred education and experience.

Salary/Hours:

\$30,600/year with an excellent benefits package

**Employer/Agency:
City, State, Zip:**

The Community Involvement Center at Rice University
Houston, TX

Application Method: Apply online at
<http://jobs.rice.edu/applicants/Central?quickFind=52660>

Opening Date: Application review begins immediately and continues until Friday, February 25, 2011 with an anticipated start date of Monday, May 16, 2011.

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***