

Date Posted: 06/29/2011

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

**JOB OPPORTUNITY POSTING**

- Job Title:** Program Coordinator 1
- Employer/Agency:** University of Houston Graduate College of Social Work  
American Humanics Program
- Job Description:** Coordinates and provides administrative support to an ongoing program at the University.
1. Coordinates program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives.
  2. Participates in planning and developing methods for program implementation and administration; coordinates program activities.
  3. Reviews records and reports of activities to ensure progress is being accomplished toward specified program objective; recommends modifications to methods or procedures as required to redirect activities and ensure that objective is attained.
  4. Prepares recurring program reports for management use.
  5. May participate in preparing grant proposals to state and federal agencies and private foundations.
  6. May participate in budget planning and preparation and assist in controlling expenditures in accordance with budget allocations for the program.
  7. May conduct formal training or instruction in a classroom setting.
  8. Interacts with faculty, staff and students to promote

the goals and objective of the program.

9. Performs other job related duties as required.

**Qualifications:** Requires a 4 year degree.

\*All supplemental questions must be answered for job consideration.

**Salary/Hours:** \$2,241.20-\$2,801.07/Full-time

**Employer/Agency:** University of Houston Graduate College of Social Work  
American Humanics Program

**Application Method:** Apply online at  
<https://jobs.uh.edu/applicants/jsp/shared/frameSet/Frameset.jsp?time=1093901120939>

**Opening Date:** Immediately

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