

Date Posted: 08/22/12

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

JOB OPPORTUNITY POSTING

Job Title: Program Coordinator

Employer/Agency: Women's Resource Center

Job Description: Collaborate with campus units and student organizations on Women's Resource Center programming, advising and leadership development. Oversee signature programs including the Vagina Monologues, Walk a Mile in my Shoes, Leadership Development, Gender Talk, Women's History Month celebrations, and Take Back the Night March. Deliver programs to student groups and academic classes on a variety of topics including violence against women, sexual assault prevention, sexual health, and healthy relationships. Coordinate marketing, publicity, and communications (e.g., electronic newsletter, website, social media). Assist in the supervision of student staff and volunteers. Maintain documentation files on all events; including but not limited to program sign-in sheets, assessments, photo albums and video archives. Makes appropriate service and advocacy referrals, utilizing campus and community resources, to students, faculty, staff, administrative, and community individuals and groups. Writes letters of recommendations for student staff as requested as well as reports, letters, memos, and statements as needed. Performs other job related duties as required.

Qualifications: Requires a Bachelors 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. A Master's degree in higher education, college student personnel, social work or counseling is strongly preferred.

Salary/Hours: DOE

Employer/Agency: University of Houston-Women's Resource Center

Address: 279A University Center

City, State, Zip: Houston, TX 77204

Telephone Number: 832.842.6191

Fax Number: 713.743.5097

Application Method: Apply online at: <https://jobs.uh.edu/postings/14550>

Opening Date: Immediate

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