

Date Posted: 08/27/12

**University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING**

Job Title: Program Coordinator

Employer/Agency: University of Houston Graduate College of Social Work Nonprofit Leadership Alliance

Job Description: Coordinates and provides administrative support to an ongoing program at the University. Coordinates program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Participates in planning and developing methods for program implementation and administration; coordinates program activities. 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. Prepares recurring program reports for management use. May participate in preparing grant proposals to state and federal agencies and private foundations. May participate in budget planning and preparation and assist in controlling expenditures in accordance with budget allocations for the program. May conduct formal training or instruction in a classroom setting. Interacts with faculty, staff and students to promote the goals and objective of the program. Performs other job related duties as required.

Qualifications: 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.

Salary/Hours: \$2241.20-2801.07/month

Employer/Agency: UH Graduate College of Social Work Nonprofit Leadership Alliance
Address: 110HA Social Work Building
City, State, Zip: Houston, TX 77204-4013

Application Method: Apply online at <https://jobs.uh.edu/postings/14240>

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