

Job Title	Program Director 1-Urban Experience Program
Employer/ Agency	University of Houston
Job Description	Directs an ongoing university program to ensure that prescribed activities are carried out in accordance with its mission and/or specified objectives. Prepares short- and long-term goals and objectives. Plans, develops and administers methods, strategies and procedures for meeting program objectives; directs and oversees the daily activities of staff members. Prepares and monitors the annual budget and ensures that expenditures are within budget allocation. Directs and coordinates personally, or through subordinate personnel, activities concerned with carrying out the objectives of the program. Directs the preparation of and reviews reports and records of activities to ensure progress is being accomplished toward specified program objectives; modifies or changes methodology as required to redirect activities and attains objectives. Analyzes trends within program areas, maintaining expert awareness of program information and change needs. Formulates, implements, and maintains appropriate policies and procedures concerning program administration. Manages and administers grant for program, including meetings, communication coordination, scholarships and other operations. May prepare or participate in the preparation of proposals to obtain grants from state and federal agencies, and private foundation sponsors. Performs other job-related duties as assigned.
Qualifications	Requires a Bachelor's 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. Requires a minimum of three (3) years of directly job-related experience.
Salary/Hours	\$3,881.00 - 5,047.00
City, State, Zip	Houston, TX
Application Method	Apply online at https://jobs.uh.edu/postings/21388
Opening Date	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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.