

Date Posted: 03/18/13

## Job Opportunity Posting

Job Title: Assistant Director

Employer/ Agency: Community Involvement Center Rice University

Job Description: The Assistant Director, 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 also support efforts of student leaders in community service and advocate and promote community service and volunteerism to the Rice University community.

Qualifications: Demonstrated commitment to student community service.  
Strong organizational and communication skills, both written and oral.  
Ability to work autonomously as well as in a team.  
Ability to maintain effective working relationships with Rice University students, faculty, staff, and community members. Master's degree in student personnel or a related field preferred.

Salary/Hours: \$35,000-\$39,400

Employer/Agency: Rice University

City, State, Zip: Houston, TX

Application Method: Apply online at  
[https://jobs.rice.edu/applicants/jsp/shared/position/JobDetails\\_css.jsp](https://jobs.rice.edu/applicants/jsp/shared/position/JobDetails_css.jsp)

Opening Date: May 2013

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](mailto:mwjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.