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

JOB OPPORTUNITY POSTING

Job Title:	Assistant Director, Community Involvement Center
Employer/Agency:	<p>Rice University</p> <p>Located in Houston, Texas, Rice University was chartered in 1890 as the Rice Institute; the first class entered in 1912. Today, Rice enrolls about 3500 undergraduate and 2300 graduate students from all U.S. states and more than 70 countries. Rice has consistently ranked among the top 15 research universities, as reported in annual rankings by U.S. News & World Report. Compared to other top echelon private institutions, Rice has one of the lowest tuition rates in the country and is often recognized as one of the best education values in the country. Rice is characterized by its small size, exceptionally gifted students, acclaimed research and scholarship, financial stability, and its campus of uncommon beauty. Visit http://www.rice.edu for more information about the University.</p> <p>The Community Involvement Center, part of the university's Center for Civic Engagement, was established in 1995 as the center for community service programming at Rice University and strives to develop a culture of service within the University, advocating community service and social responsibility. Several programs are available offering opportunities for immersive service experiences in Houston, around the United States, and throughout Latin America and Asia. The offices also currently advises several student-run service organizations, including the Rice Student Volunteer Program (RSVP), established in 1985. The Community Involvement Center offers an extensive database of volunteer opportunities; a volunteer and literacy resource library; a bi-weekly e-mail newsletter containing information on volunteer, internship, and employment</p>

	<p>opportunities; three Outreach Days per year; a volunteer and career fair; and several programs which involve students, faculty, and staff in local, national, and international service. For more information about the Community Involvement Center, visit our web page at http://cic.rice.edu.</p>
<p>Job Description:</p>	<p>Position Purpose: The Assistant Director will assist individuals and groups of students with identifying appropriate service abroad programs. He/she will also advise students regarding safety and security, group leadership, emergency protocols, and fundraising. He/she will work with other student-life offices on campus that also engage students participating in international programs. Additionally, he/she will process all associated financial transactions and travel envelopes.</p> <p>Essential Functions and Responsibilities: 43% - Advise and counsel students on all aspects of service abroad opportunities. Primary programmatic focus will be on the Loewenstern Fellowships and Rice Developing World Student's Scholarship, but will also assist with other programs located in the Center for Civic Engagement that include international experiences. 12% - Conduct site visits to review programs and gather up-to-date information about program partners and local environment in which the students serve and live. Summarize visits and make recommendations to the director based on observations and interactions. 10% - Develop and manage an approval process for service abroad providers, encompassing both individual and group experiences. 10% - Financial oversight of programs, including processing of financial transactions, TEBM envelopes, grant applications/support, and travel advances. 10% - Collaborate with staff from all units within the Center for Civic Engagement and develop consistent training and advisement protocols for students serving abroad. 5% - Develop, plan, and implement pre-departure orientations specific to service abroad programs to be held twice each semester. 5% - Assist student organizations and other groups with the recruitment and selection of group leaders</p>

	and provide appropriate training throughout the academic year. 5% - Other duties and responsibilities as deemed necessary.
Qualifications:	Required Education and Experience: Bachelor's degree; one year of experience in international education with a college/university or service abroad program provider; experience living, studying, or serving abroad. See on-line application for substitution of experience and a listing of preferred education and experience.
Salary/Hours:	Hiring salary is \$23,660, with an excellent benefits package. Rice University is an EEO/AA employer.
Employer/Agency:	Rice University
Address:	PO Box 1892 Community Involvement Center, MS-200
City, State, Zip:	Houston, Texas 77251-1892
Application Method:	Application review begins immediately and continues until Wednesday, November 30, 2011 with an anticipated start date of Monday, January 9, 2012. More information about the position is available and applications are accepted only through the on-line system at: http://jobs.rice.edu/applicants/Central?quickFind=53029
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 with the hiring details of your new job opportunity. Thank you