

Date Posted: 11/06/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

Job Title: Associate Director, Community Involvement Center

Employer/Agency: Rice University

Job Description: At the policy level, the Associate Director will have responsibility for overseeing the safety/security of students service in both domestic and international service placements, plus on-call responsibilities for emergency situations. S/he will research and draft new policies and guidelines for approval of international service placements and providers.

At the programming level, the Associate Director will assist individuals and groups of students with identifying appropriate service placements, both domestic and international. 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.

This is an end-date position currently funded through June 30, 2017. Continuation beyond that date will be conditional on securing additional funding.

Qualifications: Required Education and Experience:

Bachelor's degree, and
4 years of full-time professional experience which includes:

- Experience working in higher education environment.
- Experience advising alternative break or other service immersion programs.
- Experience managing an international service program, including analyzing risk and making appropriate programmatic and policy decisions related to environment and partners.

Preferred Education and Experience:

Master's degree (international education, social justice, social work, educational psychology, or related field), and
6 years of full-time professional experience which includes:

- Experience working in higher education environment.
- Experience advising alternative break or other service immersion programs.
- Experience managing an international service program, including analyzing risk and making appropriate programmatic and policy decisions

related to environment and partners.

Salary/Hours: DOE

Employer/Agency: Rice University
City, State, Zip: Houston, TX

Application Method: Application review begins immediately and continues until the position is filled, with an anticipated start date of March 1, 2012 (flexible). Salary is commensurate with education and experience, with an excellent benefits package. Rice University is an EEO/AA employer. 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=53490>

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 mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you