

<b>Job Title</b>	Program Manager
<b>Employer/ Agency</b>	University of Houston, Child & Family Center
<b>Job Description</b>	Manages the day-to-day operations of large university program or department, including the supervision of staff employees, student workers, programs or processes. Plans/develops procedures for administering large or complex department or program. Manages fiscal activities, including procurement and budget analysis. Provides guidance to subordinate staff and evaluates performance. Prepares abstracts, research reports, funding proposals, operations and procedures written material and documentation. Monitors field instruction for CWEP and GCSW students. Monitors and assess field placements. Recruit field placements as well as train field instructors within the Greater Houston community. Oversee placement at work program (DFPS). Serve as chair of CWEP Field Committee. Work closely with DFPS training academy re: Field Placements and BSD classes for CWEP students. Meet regularly with GCSW Field Office re: placements of GCSW/CWEP students. Oversee continuing Education Program for DFPS staff and CWEP students. Creates and reviews reports of expenditures and activities. May administer grants and grant-related related communication, scholarships and other operations. Develops, implements and maintains appropriate policies and procedures. May serve as property custodian for the department. Performs other job-related duties as assigned.
<b>Qualifications</b>	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. MSW degree is preferred.
<b>Salary/Hours</b>	DOE
<b>City, State, Zip</b>	Houston, TX
<b>Application Method</b>	Apply online at <a href="https://jobs.uh.edu/postings/19449">https://jobs.uh.edu/postings/19449</a>
<b>Opening Date</b>	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](mailto:mswjjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.