

Job Title	Field Program Manager, Hybrid/Online
Employer/ Agency	University of Houston – Graduate College of Social Work
Job Description	<p>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.</p> <ol style="list-style-type: none"> 1. Plans, develops and administers methods, strategies and procedures for meeting program objectives; directs and oversees the daily activities of staff members. 2. Prepares and monitors the annual budget and ensures that expenditures are within budget allocation. 3. Directs and coordinates personally, or through subordinate personnel, activities concerned with carrying out the objectives of the program. 4. 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. 5. Analyzes trends within program areas, maintaining expert awareness of program information and change needs. 6. Formulates, implements, and maintains appropriate policies and procedures concerning program administration. 7. Manages and administers grant for program, including meetings, communication coordination, scholarships and other operations. 8. May prepare or participate in the preparation of proposals to obtain grants from state and federal agencies, and private foundation sponsors. 9. Performs other job-related duties as assigned. <p>EEO/AA</p>
Qualifications	<p>Qualifications Bachelors and 3 years experience Education: Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline is normally obtained through a formal, directly job-related 4 year 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. Experience: Requires a minimum of three (3) years of directly job-related experience.</p> <p><u>Additional Position Summary:</u> We are excited to be joined by a skilled and experienced field leader who will work closely with the Director of Field Education and Assistant Director of Field Education to implement, support and maintain all aspects of field education for the Hybrid & Online MSW students. They will have a desire to work on a dynamic, fast-paced team dedicated to facilitating connections between knowledge and experience through field education and the hope to empower meaningful growth, leadership and social work identity in students. They should be willing to serve and support students with kindness and have a passion for investment in the well-being and success of students and the larger field community. They should be able to set a professional, ethical, and strengths-based leadership example. This position will serve as the primary student contact and support for all field related matters for students in these enrollment models The ideal candidate should be motivated by administration and organization, as the position requires high level organization,</p>

	<p>flexibility, punctuality, and attention to details. The position will require use of technology, nontraditional hours, and some travel.</p> <p><u>Additional Job Posting Information:</u></p> <ul style="list-style-type: none"> -Collaborate with the Field Office Team to organize and shape all aspects of field education for MSW students, which includes frequent meetings and communication with various stakeholders. -Identify, develop and maintain relationships with field settings and field instructors, which will include all forms of communication, and agency site visits. -Understand and support student introduction to field education, which includes orientations and informational meetings. -Collaborate with other UH GCSW team members to monitor student progress and success, which requires frequent communication and meetings. -Develop and execute student support systems, including regular communication with students -Provide insight and your perspective with varying community stakeholders, including participation on the Field Practicum Advisory Committee. -Be willing to engage in learning about best practices in field education, which includes reading and conference attendance. <p>-Be motivated to understand technology which supports field education, including internal and external systems that support field education.</p> <p>-Other duties as necessary</p> <p><u>Preferred Qualifications:</u></p> <ul style="list-style-type: none"> • MSW degree • Minimum two years of post-MSW social work experience • Experience as a field instructor for social work students • Experience working in higher education and/or administration • Established record working with community partners • Professional license in good standing (LMSW, LCSW)
Salary/Hours	Commensurate with experience; Regular Full-Time
Employer/Agency	University of Houston
Application Method	<p>https://uhs.taleo.net/careersection/ex1_uhs/jobdetail.ftl?job=STA006004&lang=en&sns_id=mailto#.XmjwsKYB11Y.mailto</p> <p>Required Attachments by Candidate: Resume, Cover Letter/Letter of Application, Letters of Recommendation</p>
Opening Date	Immediate

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 majwjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.