

Job Title	Associate Director
Employer/ Agency	Rice University – Center for Civic Leadership
Job Description	<p>Essential Functions</p> <ul style="list-style-type: none"> • Develops, implements, administers, and evaluates programs by: conducting research activities within the program, analyzing data, creating reports, reviewing trends, and making program improvement recommendations • Develops and implements strategies related to outreach, events, communications, development, partnerships and fundraising / funding • Creates short term and long-term plans to achieve mission and objectives for the program • Devises and manages financial and budgetary plans for the program(s), approves and monitors expenditures • For academic programs, may be responsible for graduate student recruitment and admissions, student records, curriculum support, coordinating the accreditation process, managing scholarships and fellowships, and monitoring student progress • May be responsible for grant preparation and submission or research administration • May teach a course, seminar or workshop • May supervise small staff (up to three full time staff) • Performs all other duties as assigned <p>Additional Functions</p> <ul style="list-style-type: none"> • Supports faculty and students in community engaged learning curriculum and research • Supervises staff in the design and implementation of the center’s advising, curriculum, and programs • Teaches courses including the two-semester capstone • Facilitates staff development in student development theory and practices • Supports curriculum design and implementation that builds intercultural competencies • Administers graduate training and graduate student-led programs • Interprets, implements, and ensures compliance with policies and regulations and recommends changes to procedures and processes • Analyzes data, identifies trends, develops reports and recommends and implements changes to improve alignment with institutional mission and goals • Develops and/or enhances strategic campus partnerships • Provides support in developing relationships with internal and external entities • Advises students and supports center-wide fellowship advising processes • Collaborates across Center areas to leverage resources, partnerships, and capacity • Mentors and identifies professional development opportunities for staff • Consults with faculty and graduate students across disciplines to support disciplinary connections to engaged learning and research • Contributes to raising the Center’s profile through involvement and collaboration with regional and national professional networks in student development and community engaged learning and research • Serves on the Center’s strategic priorities leadership team
Qualifications	<p>Required Qualifications</p> <p>Master’s Degree</p> <p>Minimum of 4 years of experience coordinating, directing, and/or developing community and</p>

	<p>civic engagement programs and supervising staff Experience with graduate student development</p> <p>Skills Required Knowledge of pedagogical theories and approaches Ability to develop and initiate new strategies Advanced problem-solving skills Strong verbal and written communications skills Ability to work well under pressure and manage projects simultaneously Strong organizational and time management skills Advanced knowledge of Microsoft Office suite Strong data analysis skills Ability to work independently and as part of a team to meet expected deadlines and schedules Adept at problem solving, creating contingency plans and handling issues when necessary Strong client service orientation and attention to detail Ability to develop complex or multiple program partnerships and funding sources Knowledge of managing budgets and developing financial plans</p> <p>Preferred Qualifications PhD or Terminal Degree Demonstrated commitment to the development of staff and students Experience working in a higher education institution and particularly with students and faculty in community engaged learning Understanding of the intersection of DEI, social justice, and community engagement Ability to speak across diverse academic disciplines and research methodologies Demonstrated leadership and supervisory skills including conflict resolution and staff development Strong expertise in business and management computer applications and databases Strong knowledge of industry standards and / or regulatory requirements Subject matter expertise for area(s) of responsibility Extensive teaching experience and awareness of pedagogical frameworks Demonstrated research and scholarship skills Strong negotiation and interpersonal skills Strong financial expertise in budget planning and financial forecasting Ability to build and support teams of professional staff</p>
Salary/Hours	\$65,000 - \$70,000
Application Method	https://emdz.fu.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/2172
Opening Date	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 mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK