

Job Title	Program Director
Employer/ Agency	Texas Tech - Raider Relief Advocacy and Resource Center (RR- ARC)
Job Description	<p>Performs administrative duties in the management and coordination of a large specialized project and program. Performs varied and complex administrative duties requiring independent judgment and the application of established policies and procedures. May provide supervision and direction to clerical, paraprofessional or professional staff members.</p> <ul style="list-style-type: none"> • Develop and Coordinate outreach efforts related to former Foster Youth attending TTU (during the recruitment process, time as a current student, and as alumni) • Serve as the designated Foster Care liaison as required by the State of Texas • Serve as the primary case manager for former Foster Youth attending TTU • Serve as the primary advisor for student organization supporting former Foster Youth • Collaborate with the department of Social Work on relevant research • Develop and maintain relationships with appropriate community agencies (Buckner, DFPS, etc) • Develop and maintain relationships with on campus champions • Coordinate campus-wide training on working with former Foster Youth students • Serve as a member of the Raider Relief – Advocacy and Resource Center team • History of or current involvement in the Texas foster care system • At least two years of experience in a related field • Ability to maintain records and prepare reports and correspondence related to the work • Ability to interpret program requirements, college/University policies, and regulations • Supervision of one (1) Graduate Assistant and (1) student assistant
Qualifications	<p>Bachelor's degree in the area of specialization or closely related field. Four years of related administrative and technical experience. Additional job related education may be substituted for the required experience on a year-for-year basis.</p> <p><u>Preferred Qualifications</u></p> <p>Master's degree in Higher Education Administration, Student Services/Life; Social Work, or equivalent area. Direct experience with foster care.</p> <p>Experience with youth and community engagement</p> <p>Good interpersonal and communication skills – Positive attitude, compassion, organization, leadership skills, self-motivated, and dedication to mentoring youth with a history of foster care</p>
Salary/Hours	4,186
Application Method	https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25898&siteid=5635&PageType=JobDetails&jobid=819912#jobDetails=819912_5635
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.