

Job Title	Executive Healthcare Administrative Assistant
Employer/ Agency	Institute for Housing, Homelessness and Health
Job Description	This position supports a newly established, university-wide initiative dedicated to improving housing stability, reducing homelessness, and advancing health through systems innovation, community partnership, applied research, quality improvement, and workforce development. Rather than operating as a traditional academic center, the initiative is being built as a highly collaborative, mission-driven organization that works alongside community organizations, healthcare systems, government agencies, and university partners to improve how housing, homelessness response, and health systems function. This position offers a unique opportunity to help build a new interdisciplinary initiative from the ground up. Successful candidates should be energized by the opportunities and challenges of a start-up environment, including developing new programs, establishing operational processes, building partnerships, and contributing beyond the traditional boundaries of a single job description. Individuals who thrive in collaborative, entrepreneurial, and mission-focused environments are strongly encouraged to apply. 1. Coordinates and manages the daily schedule of the COM executive with internal and external parties, which includes staff, university administrators, alumni, students, Board of Regents, government officials and community leaders. 2. Maintains appointment/meeting schedule and calendar. 3. Makes travel arrangements, screens all in-coming telephone calls, and sorts and prioritizes mail. 4. Drafts routine responses to correspondence as needed. 5. Functionally supervises projects in the office of the executive. 6. Collects and prepares information for use in discussions and meetings with executive staff members and outside individuals. 7. May supervise secretarial and clerical staff in the office. 8. Performs other job-related duties as assigned.
Qualifications	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 disciplines. 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. Requires a minimum of five (5) years of directly job-related experience. Preference will be given to candidates with experience supporting senior leadership in complex healthcare, university, or nonprofit environments, particularly those involving grants administration, financial operations, executive scheduling, and cross-organizational coordination - Department is willing to accept education in lieu of experience.

	- Department is willing to accept experience in lieu of education. While candidates from a variety of professional backgrounds are encouraged to apply, preference may be given to individuals with demonstrated experience in one or more of the following areas: Housing and homelessness response systems, including emergency shelter, street outreach, coordinated entry, homelessness prevention and diversion, rapid rehousing, permanent supportive housing, or housing navigation; Healthcare for people experiencing homelessness, Federally Qualified Health Centers, street medicine, behavioral health, substance use treatment and recovery services, or other community-based healthcare programs serving vulnerable populations; Nonprofit leadership, program operations, implementation science, continuous quality improvement (CQI), program evaluation, or community-engaged research; Cross-sector partnerships involving healthcare, housing, social services, public agencies, philanthropy, or higher education. The initiative values interdisciplinary collaboration and seeks team members who are committed to service, innovation, humility, continuous learning, and translating evidence into meaningful community impact. Experience working across complex systems, building trusted relationships with diverse stakeholders, and helping organizations improve through collaboration and data-informed decision-making will be viewed favorably.
Salary/Hours	\$ 56,800 - 72,400
City, State, Zip	Houston TX
Application Method	Executive Healthcare Administrative Assistant- Institute for Housing, Homelessness and Health - Houston, Texas, United States
Opening Date	Immediately

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