

Job Title	Sexual Misconduct Support Services Program Manager I
Employer/ Agency	Division of Student Affairs – University of Houston
Job Description	<ul style="list-style-type: none"> • Plans and develops procedures for administering a small or medium-sized department or program. • Oversees program expenditures and ensures adherence to budget. • Provides guidance to subordinate staff and evaluates performance. • May prepare or participate in the creation of abstracts, research reports, funding proposals, operations and procedure manuals, and other written material and documentation. • Reviews reports of budgets and activities. • Prepares ad hoc reports as needed. • May administer grants and grant-related related communications, 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. • Support the overall Sexual Misconduct Support Services (SMSS) program, including its programmatic and administrative functioning. • Assess/triage critical SMSS case referrals. • Serve as a confidential resource for complainants and respondents navigating Sexual Misconduct Support Services. • Assist in the development and implementation of DOS programs, activities, and resources. • Provide trauma-informed advocacy, create accessible resources, and support UH community members impacted by sexual misconduct while working with campus and community partners to assess needs and strategies for addressing those needs. • Utilize the case management system that tracks university compliance, reporting, and service protocols; submit data for Annual Security Reports and federal compliance reports.
Qualifications	<p>Education:</p> <ul style="list-style-type: none"> - 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: No experience required.
Salary/Hours	Full-Time

Application Method	Apply Here: https://careers.uh.edu/jobs/sexual-misconduct-support-services-program-manager-i-houston-texas-united-states
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.

