

Job Title	Assistant Director
Employer/ Agency	University of Houston, Center for Student Advocacy and Community
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.
Qualifications	<p>The Assistant Director will play a pivotal role in shaping the campus community's commitment to advocacy and community. This valuable position is the lead programmer in the department and will lead the marketing, programming, and student leadership programs for the center. Specific job duties include:</p> <ul style="list-style-type: none"> • Serve on the Center for Advocacy and Community leadership team, contributing to strategic direction. • Supervise three graduate assistants, providing guidance, training, support and evaluation to ensure effective program delivery. • Assist in preparing reports, proposals, manuals, resource materials, and other documentation as required for the program. Recommend modifications to methods or procedures as required. • Participate in budget planning and control expenditures in accordance with budget allocations. • Foster a positive and collaborative work environment. <p>Student Leadership, Programming and Development</p> <ul style="list-style-type: none"> • Manage, develop, and assess the Center's community-based programming efforts to foster a sense of belonging and develop a community of care for all students. • Oversee the department's signature student leadership efforts – including but not limited to, program creation, development, recruitment, and effectiveness. • Develop and maintain strong departmental relationships with Registered Student Organizations. • Direct and manage center's efforts to operationalize the Hispanic Serving Institution (HSI) designation and/or the Asian American and Native American Pacific Islander Serving Institution (AANAPISI) designations. <p>Marketing and Outreach</p>

- Direct center’s marketing efforts including designing brochures, flyers, website layout, and social media content.
 - Develop and implement a comprehensive marketing and outreach strategy to promote department programs, services, and initiatives.
 - Manage and maintain the department's brand identity and ensure consistent messaging across all platforms.
 - Oversee all aspects of social media, digital marketing, and traditional marketing efforts.
 - Serve as the primary point of contact for marketing and outreach-related inquiries.
- Education
- Create original curriculum, schedule, facilitate and assess educational workshops for students and campus constituents to foster a positive sense of community on campus.
 - Successfully partner with students, faculty, and staff to promote the goals and objectives of the Center.
 - Represent department and/or division on various campus-wide committees.
 - Pursue grant writing and manage compliance efforts.
 - Perform other job-related duties as assigned.
- Requirements:
- Bachelor’s degree required; master’s degree in student development, counseling, or related field strongly preferred.
 - Minimum three years of relevant experience (graduate-level studies/assistantships considered).
 - Demonstrated knowledge of advocacy and community engagement principles.
 - Strong organizational and project management skills.
 - Student-centered philosophy and ability to work with diverse student populations.
 - Proficiency in social media and digital marketing strategies.
 - Experience in program development and workshop facilitation.
 - Ability to work occasional evenings and weekends.

Salary/Hours	56,800.00-64,600.00, full-time
Application Method	https://careers.uh.edu/jobs/assistant-director-center-for-student-advocacy-and-community-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 mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

