



**University of Houston-Downtown  
Job Description**

Job Title: Assistant Director, Community Involvement & Information  
FLSA Category: Exempt  
Grade: 23  
Job Code: 2016

**DUTIES**

Job Summary: Develops and implements an overall community involvement program focusing on service learning among students

- Duties and Responsibilities:
- o Develops, implements and monitors an overall budget for the center
  - o Establishes and maintains contacts with community agencies
  - o Designs and implements programs to increase and encourage student participation in community involvement activities
  - o Works closely with faculty to build and implement service learning opportunities for students
  - o Designs and implements comprehensive and ongoing marketing campaign

Marginal Functions: All other duties as assigned

**REQUIREMENTS**

Education: Baccalaureate Degree

Experience: Minimum of 3 years

Licenses/Certification: None Required

**PHYSICAL DEMANDS**

**Environmental Conditions**

Working conditions

Work is normally performed in a typical interior work environment which does not subject the employee to any unpleasant elements.

Physical Effort

Position is physically comfortable; individual has discretion about walking, standing, etc.

Physical Risk

Work environment involves minimal exposure to physical risks.