Internship Coordinator and Advisor (Online/Hybrid MSW Program) – Temporary Faculty Position Announcement

Position Title: Temporary Faculty – Internship Coordinator and Advisor focusing on the Online/Hybrid MSW Program

Full/Part Time: Part-Time

Regular/Temporary: Temporary

Department: School of Social Work

Reports to: Director of Field Education

POSITION DESCRIPTION

To apply for this position please email a cover letter describing your interest and a resume to Dr. Peter Allen Lee at peter.a.lee@sjsu.edu with “Internship Coordinator/Advisor” in the subject line.

Please submit these materials indicating your interest by December 1, 2017; applications will be reviewed until position is filled. However, applications received after the first screening date will be considered at the discretion of the university.

RESPONSIBILITIES and DUTIES include but are not limited to the following:

This Internship Coordinator/Advisor (ICA) is equivalent to 0.5 “Full-Time Equivalent Faculty” (FTEF) for 12 months. Given that the Online/Hybrid MSW Program is funded as a “self-support”/Special Session program, there are no earned or accrued CSU-state system benefits, and salary payment schedule is atypical meaning pay will be received approximately every 3 months.

Supervised by the Director of Field Education, the ICA is responsible for the field internship placements (agency recruitment, internship development, and student internship assignments) as well as assisting in the overall advising for the Online/Hybrid MSW Program. The ICA also works closely with the Online/Hybrid MSW Program Coordinator and the Director of the School of Social Work.

The ICA is one of the key School of Social Work personnel who contributes to the overall quality, planning, and implementation of our curriculum. The ICA will work a combination of daytime and evening hours (most hours can be completed remotely given administrative responsibilities) and also support during times when our online students in the MSW Program need access to advising.
Salary: If the candidate is already associated with SJSU, salary is determined by current rank. If candidate is a new SJSU employee, salary is determined by the Social Work terminal degree agreement with SJSU.

Tasks and Duties

- Work collaboratively with the School in its education and training of students, specifically with the Field Education office;
- Ensure maximum productive learning opportunities for the student;
- Manage and coordinate field internships for the Online/Hybrid MSW Program, including the maintenance of relationships with current agencies and development of new internships (locally, state-wide, and out-of-state), and overseeing and assigning student placements;
- Match students for placement interviews, follow up on interview outcomes and additional referrals, confirm placements and gather contact information and resumes on assigned field instructors;
- Assist students with petitions to request employment based internships;
- Pursue and secure University Practicum Agreements with agencies prior to student placement;
- Enter and keep undated agency and student data in internship tracking program (IPT);
- Support Faculty Field Liaisons (FFLs), and Field Instructors (FIs) with their duties related to field education;
- Assist the Online/Hybrid MSW Program Coordinator and other School personnel with student advising and processing of necessary forms and requests (i.e., for enrollments and graduation);
- Perform faculty and teaching duties including advising, posting of office hours and contact information, completing all necessary procedures for hiring, evaluation, and other duties;
- When necessary, leading field seminars, overseeing and grading student field assignments, and assigning and reporting final grades;
- Assist with curricular design and improvements;
- Be available for meetings;
- Provide ongoing feedback to the Director of Field Education concerning the quality of agency placement and overall student performance in the field, and for monitoring and updating data about agencies;
- To participate in orientations, trainings, seminars, and other MSW Program events in the capacity of planner, group leader, and facilitator in support of the School to enable students to become self-directed; professionals and to understand the MSW Program's curricular goals, purpose, and mission;
- Other duties consistent with the roles of a faculty member.

Required Minimum Qualifications

- Professional, responsible, and dependable;
- Has an MSW from a CSWE-accredited program; additional certification, i.e., LCSW, PPSC, etc. preferred;
- 2 years of post-MSW social work experience; prior supervisory and/or teaching experience including experience in educational or academic settings preferred;
- Ability to interface with students online and interact in an online community environment;
- Good communication and people skills;
• Basic computer and software knowledge and skills (i.e., MS Office Suite);
• Skills with and/or ability to learn computer systems and software, and multimedia skills
  (i.e., PeopleSoft, Canvas, IPT, Qualtrics, Financial Transaction Services, Google
  Applications
• Ability to work in teams and independently;
• Ability to prioritize and manage volume of work;
• Ability to interact and collaborate effectively and professionally with university,
  community, and agency personnel.

Equal Employment Statement

SJSU is an Equal Opportunity Affirmative Action employer. We consider qualified
applicants for employment without regard to race, color, religion, national origin, age, gender,
gender identity/expression, sexual orientation, genetic information, medical condition, marital
status, veteran status, or disability.

It is the policy of SJSU to provide reasonable accommodations for applicants with disabilities
who self-disclose.