Position Title: Temporary Faculty – Faculty Field Liaison (FFL) focusing on the Online/Hybrid MSW Program

Full/Part Time: Part-Time

Regular/Temporary: Temporary

Department: School of Social Work

Report 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 “Faculty Field Liaison” in the subject line.

Please submit these materials indicating your interest by July 13, 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 Faculty Field Liaison (FFL) position is equivalent to approximately 8 to 10 Weighted Teaching Units (WTUs) per year during the Online/Hybrid MSW Program’s field schedule. A full-time assignment consists of 15 WTUs. There are variations depending on whether the FFL is teaching foundation or advanced year field courses. Given that the Online/Hybrid MSW Program is funded as a “self-support”/Special Sessions program, there are no earned or accrued CSU-state system benefits or entitlement, and salary payment schedule is atypical meaning pay will be received at the end of each field course teaching period (approximately 4 to 6-month intervals).

Supervised by the Director of Field Education, the FFL is responsible for supervising and directing cohesive and progressive educational experiences of students in field instruction. The liaison process implements the following goals:

a. To develop and support a mechanism by which the MSW Program can meet its primary responsibility for the student's education;

b. To provide an educational context by which the MSW Program can nurture the development of professional leadership through student governance, educational experiences, and practice in the field; and
c. To provide a structure which has a preventive function regarding a student's educational problems, with the goal of equitable resolution of barriers in his/her learning.

The FFL, as a faculty member of SJSU and the School of Social Work, is one of the key personnel who contributes to the overall education, training, and professional development of our students in the context of the field practicum and its integral part of our overall curriculum. FFLs in the Online/Hybrid MSW program will work a combination of daytime and evening hours in order to accommodate both the needs of the students and the School, and should be capable of effectively performing duties remotely via internet, phone, and learning management systems (i.e., site visits, supervision, and seminars). As an FFL, attendance at field education program meetings is expected.

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;
- Perform faculty and teaching duties including advising, posting of office hours and contact information, completing all necessary procedures for hiring, evaluation, and other duties; leading field seminars, overseeing and grading student field assignments, and assigning and reporting final grades;
- Ensure maximum productive learning opportunities for the student;
- Assist with curricular design and improvements;
- Be available for meetings;
- Visit the agency a minimum of once every academic year; more if indicated. At the time of the agency visit, the Faculty Field Liaison will meet with the student, review records, process recordings, tapes, and/or other materials produced by the student, and meet with the Field Instructor. The three meet to evaluate the student's progress and for the resolution of differences or to clarify expectations;
- Work collaboratively with agencies and respective Field Instructors (FIs), including the instruction, supervision, evaluation of the student; consult with the FI and student in the development of the learning contract goals, expectations, and assignments; maintain an ongoing relationship with the Field Instructor and student for the purpose of evaluating the student's progress and the quality of the field instruction;
- Assure that the placement provides the appropriate educational experiences, which will meet the MSW Program's standards, implement the academic policies and curriculum, and assist in the solution of problematic situations, which may arise;
- Work with the School and the Field Education office to anticipate, assess, and resolve problems regarding field education, internships, and/or students;
- When working with first year students, prepare and assist with the final year placement process;
- Provide ongoing feedback to the Director of Field Education concerning the quality of agency placement and student's 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 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.