San José State University - San José, California
School of Social Work

POSITION ANNOUNCEMENT - TEMPORARY FACULTY
Subject to Budgetary Approval

Lecturer - Assistant Internship Coordinator (Online/Hybrid MSW Program)

Brief Description of Duties:

This Assistant Internship Coordinator (AIC) is equivalent to 0.2 “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 2 to 4 months.

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

The AIC is one of the key School of Social Work personnel who contributes to the overall quality, planning, and implementation of our curriculum. The AIC 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 field advising. Some travel within California is required to perform the AIC duties.

Candidate must demonstrate awareness and experience understanding the needs of a student population of great diversity – in age, cultural background, ethnicity, primary language and academic preparation – through inclusive course materials, teaching strategies and advisement.

Qualifications:

Required Minimum Qualifications

- 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;
- Professional, responsible, and dependable;
- Ability to interface with students online and interact in an online community environment;
- Good communication and people skills;
- Advanced computer and software knowledge and skills (i.e., MS Office Suite, Google Suite);
- Skills with and/or ability to learn computer systems and software, and multimedia skills (i.e., PeopleSoft, Canvas, internship placement tracking software, Qualtrics, financial management software, 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;
- Other duties as assigned.

Applicants should demonstrate an awareness of and sensitivity to the educational goals of a multicultural population as might have been gained in cross-cultural study, training, teaching and other comparable experience.
Application Procedures:

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 “Assistant Internship Coordinator (Online/Hybrid MSW Program)” in the subject line.

Please submit these materials indicating your interest by March 13, 2020; applications will be reviewed until position is filled. However, to receive full consideration, applications should be received by the due date. Applications received after the first screening date will be considered at the discretion of the university.

Salary Range: Salary commensurate with experience.

San José State University enrolls over 35,700 students, a significant percentage of whom are members of minority groups. As such, this position is for scholars interested in a career at a national leader in graduating URM students. SJSU is a Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander (AANAPISI) Serving Institution; 40% of our students are first-generation, and 38% are Pell-qualified. The university is currently ranked fifth nationally in increasing student upward mobility. The University is committed to increasing the diversity of its faculty so our disciplines, students, and the community can benefit from multiple ethnic and gender perspectives.

San José State University is California’s oldest institution of public higher learning. Located in downtown San José (Pop. 1,000,000) in the heart of Silicon Valley, SJSU is part of one of the most innovative regions in the world. As Silicon Valley’s public university, SJSU combines dynamic teaching, research, and university-industry experiences to prepare students to address the biggest problems facing society. SJSU is a member of the 23-campus California State University (CSU) system.

San José State University is an Affirmative Action/Equal Opportunity 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. This policy applies to all San José State University students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose. Note that all San José State University employees are considered mandated reporters under the California Child Abuse and Neglect Reporting Act and are required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University’s annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the University Police Department website at (http://www.sjsu.edu/police.)