

SAN JOSÉ STATE UNIVERSITY

**School of Social Work
One Washington Square - San José, CA 95192-0124
Job Announcement**

Job Title: Post-Masters Pupil Personnel Services Credential Assistant Program
Coordinator (PM-PPSC Assistant Coordinator)

Full/Part Time: Part-Time

Regular/Temporary: Temporary

Department: School of Social Work

Report to: Director of the School of Social Work and the PM-PPSC Coordinator

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 "PM-PPSC Assistant Coordinator" in the subject line.

Please submit these materials indicating your interest by January 29, 2021.

This position is open until 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 Assistant Coordinator position is equivalent to a 0.5 to 0.75 FTEF year-round position funded through the PM-PPSC Special Sessions budget. As such, there are no earned or accrued CSU-state system benefits, and salary payment schedule is atypical meaning pay will be received at approximately 3-month intervals.

Reporting to the Director of School and the PM-PPSC Coordinator, the PM-PPSC Assistant Coordinator is responsible for assisting and supporting the overall administration, planning, and oversight of the School of Social Work's Post-Masters Pupil Personnel Services Credential Program with the Coordinator. The Assistant Coordinator will work a combination of daytime and evening hours in the office and remotely given administrative responsibilities, and also support during times when our online students in the PM-PPSC 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; Assist the Coordinator with array of duties, including but not limited to:

- Management of the PM-PPSC Program including recruitment, admissions, advising, paperwork processing, student record management, as well as activities regarding students located out-of-state and their compliance with California requirements;
- Collection, review, and organization of application materials (usually by cohort)
- Management of communication via email and phone calls regarding questions about application, program requirements, and credentialing process;
- Management and updating of the website;
- Following-up with schools regarding student hiring;

- Creating and managing student and school surveys, and composing program reports, including those related to accreditation and credentialing;
 - Working collaboratively with the School in its management of the on-campus PPSC program, specifically the Field Education office;
 - Being available for in-office and remote meetings;
 - Other administrative duties as needed.
- 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.
- All Faculty should be organizing their classes within the **Canvas Learning Management System (LMS)**, the official LMS provided for the SJSU community. All classes at SJSU, whether online or not, must be anchored in the Canvas platform to ensure faculty-student connection in a common space as all students are directed to log in to Canvas for online access to their classes. You will have access to this system prior to the semester start date.

Required Minimum Qualifications

- Has an MSW and PPSC;
- Experience in public preK-12 schools;
- Familiarity with State credential standards from the California Commission on Teacher Credentialing (CTC);
- Basic computer and software knowledge and skills (i.e., MS Office Suite);
- Ability to learn new computer systems and software, and multimedia skills (i.e., PeopleSoft, Canvas, Qualtrics, Financial Transaction Services, Google Applications
- Ability to interface with students online and interact in an online community environment;
- Good communication and people skills;
- 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;
- Write reports and analyze data;
- Understand credentialing process at SJSU.

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.

The University

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.

Equal Employment Statement

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.

Additional Information

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.