Lecturer - School Coordinator

The School of Social Work is seeking a School Coordinator (SC), which is a part-time position. They will report to the Director of the School of Social Work, and will have a wide range of duties to support administrative needs including, but not limited to, accreditation, assessment, MSW Program admissions, and on-boarding new lecturers. This position is equivalent to a 60% (0.6 FTEF) year-round position. It is supported at approximately 40% via state-supported/General Sessions funding and 20% via “self-support”/Special Sessions funding. For the General Sessions proportion, earned and accrued California State University system benefits, entitlement, and salary payment schedule apply. For the Special Session proportion, there are no earned or accrued CSU system benefits or entitlement, and salary payment schedule could be atypical meaning pay will be received in 2- to 4-month intervals. If a qualified candidate has current SJSU teaching assignments, or is seeking additional employment via teaching, a 1.0 appointment can be made available dependent upon entitlement status and order of work.

The School of Social Work, housed in the College of Health and Human Sciences, consists of the Bachelor of Arts in Social Work (BASW), Master of Social Work (MSW) on-campus and online/hybrid programs, and various certificate and credential programs (i.e., PPSC). We are one of the largest schools of social work by enrollment in the region. Our focus on the Transcultural Perspective is reflected in our mission, and we maintain a commitment to responding to the changing needs of diverse communities through quality education, research, and service. The Council on Social Work Education (CSWE) has continuously accredited the MSW Program since 1973 and the BASW program since 1976.

Brief Description of Duties:

The School Coordinator’s duties would include, but are not limited to:

- Managing assessment required for SJSU and for accreditation. This includes overseeing assessment planning and design, data collection, data analysis, reporting, and other associated duties.
- Managing accreditation tasks such as keeping to the plan, timeline, and curricular projects decided by the faculty, as well as supporting the writing and organization of accreditation reports and documents.
- Managing the MSW application and admissions process decided by the faculty. This includes overseeing the recruitment strategy, plan, timeline, review, and communication with applicants.
- Managing the on-boarding of new lecturers including basic orientation to the School, book orders, and distributing syllabi examples.
- Assisting and supporting the day-to-day advising and managerial work of the School of Social Work Director, including student advising, social media/publicity and School events, marketing, alumni networking, supporting student government, consultation on scheduling, and consultation on BASW and MSW program logistics.
- Other duties as assigned.

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

- MSW from a CSWE-accredited program;
- 2 years of post-MSW social work experience;
- Experience relevant to the primary duties described above;
- Overall familiarity with social work education and the profession;
- Professional, responsible, and dependable;
- 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.

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.

Preferred:
- Additional certification, i.e., LCSW, PPSC, etc.
- Ph.D. in Social Work or Social Welfare, or doctorate in related field;
- Supervisory and/or teaching experience including experience in educational or academic settings;
- Experience with online pedagogy

Application Procedures:

To apply for this position please email a cover letter describing your interest, a resume, and 3 letters of recommendation to Dr. Peter Allen Lee at peter.a.lee@sjsu.edu with “School Coordinator” 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.)