

# SAN JOSÉ STATE UNIVERSITY

## Department Summary

The School of Social Work is looking for a qualified, enthusiastic, and dedicated colleague to serve as an **Internship Support Coordinator (ISC) focusing on our Online/Hybrid MSW Program**. This is an opportunity to join a dynamic, mutually supportive faculty and an academic program that has earned a reputation for excellence over its 50+ year history within the California State University system. The School of Social Work offers MSW (on-campus and hybrid/online) and BASW degrees, and additional training and certificate programs such as those in Title IV-E Child Welfare, Integrated Behavioral Health, Mental Health, and the Pupil Personnel Services Credential (PPSC). Both our MSW and BASW programs are fully accredited by the Council on Social Work Education (CSWE). The School of Social Work at San José State University recently reached its 50<sup>th</sup> Anniversary and is currently the largest social work program by enrollment in the San Francisco Bay Area. Our Transcultural Perspective is at the heart of our mission, and we are committed to social justice and to addressing the changing needs of diverse communities through education, research, and service. Please visit our School of Social Work website ([www.sjsu.edu/socialwork](http://www.sjsu.edu/socialwork)) and the SJSU catalog (<https://catalog.sjsu.edu/>) for more details about our programs and curriculum.

**This Internship Support Coordinator (ISC) position is equivalent to a 0.2 to 0.4 FTEF year-round position (20% to 40% of a full-time position, depending on interest)**. 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.

## Brief Description of Duties

- Assist the Field Education Office with the support of internship placement, logistics, and activities for our Online/Hybrid MSW students.
- Assist with conversion of and transfer of data from field internship tracking systems IPT to Tevera, and ongoing support, development and maintenance of Tevera database. Update agency, field instructor, task/supervisor, and contact information in Field Internship Tracking Systems (i.e., Tevera software, Excel spreadsheets) per directions from the Field Director.
- Review student petitions to intern at their place of employment. Associated tasks include communication with students and proposed internship sites to determine appropriateness of internship placement.
- Review student petitions to intern at the same internship agency site for consecutive years.
- Assist Field Education Office with the tracking and review of internship partnership agreements, including communications with SJSU’s Contacts Office and community partners.
- Other tasks related to field education as assigned.
  
- The candidate must demonstrate awareness and experience understanding the needs of a student population of great diversity – in age, abilities, cultural background, ethnicity, religion, economic background, primary language, sexual orientation, gender identity, and academic preparation – through inclusive course materials, teaching strategies and advisement.
  
- Faculty shall organize all their classes within the **Canvas Learning Management System (LMS)**.
  
- All classes must be offered and meet as scheduled throughout the entire semester or term, in the mode assigned and listed in the schedule of classes (i.e., asynchronous, synchronous, bichronous, in-person, or hybrid).

The Online/Hybrid MSW Program is run through Special Sessions, and has grown in complexity since its start a few years ago. The field internship component is especially complicated given that this is a distance education program, and the amount of administrative support needed has increased due to: (1) the expertise and familiarity needed for various geographic regions and agencies/organizations available throughout California, (2) the time needed to cultivate and assess appropriate field internship sites, and (3) on-going follow-up and networking to ensure maintenance of practicum agreements, quality student supervision and experiences, and the meeting of accreditation standards.

This is an additional request for "Internship Coordination Support." This team of personnel is vital to address the needs and quality of our Online/Hybrid MSW Program. With the growth of our Online/Hybrid MSW Program across California, this position will provide the needed support to focus on State regions outside of the San Francisco Bay Area, while others focus on regions within the Bay Area. Additionally, with the School acquiring a new internship management system, updating and developing the field education database in Tevera has increased significantly. This position will provide vital support for this function.

The ISC is supervised by the Director of Field Education and the Internship Coordinator in the Online/Hybrid MSW Program. The ISC 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 ISC is one of the key School of Social Work personnel who contributes to the overall quality, planning, and implementation of our curriculum.

### **Required 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, Tevera, 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;
  
- 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.

**Salary Range** - Commensurate with experience within ranks established by the [CSU Salary Schedule](#).

### **Application Procedure**

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](mailto:peter.a.lee@sjsu.edu) with "Internship Support Coordinator" in the subject line.

Please submit these materials indicating your interest by March 14, 2022; 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.

### **Conditional Offer**

Employment is contingent upon proof of eligibility to work in the United States. Proof of immunization against COVID-19 or proof of a medical or religious exemption and compliance with testing protocols is required for employment. Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Appointment is contingent upon budget and enrollment considerations and subject to order of assignment provisions in the collective bargaining agreement between California State University and California Faculty Association. These provisions state the "Order of Work," or the order in which available courses must be assigned to faculty, starting with tenure line faculty and ending with new lecturer appointees.

### **San José State University: Silicon Valley's Public University**

Located in the heart of Silicon Valley — one of the most innovative regions in the world — [San José State University](#) is the founding campus of the 23-campus California State University (CSU) system and the first public university in the West. The 2020 #1 Most Transformative University in the nation according to Money Magazine, San José State is an essential partner in the economic, cultural, and social development of Silicon Valley, the Bay Area, and California. SJSU is a top-200 school nationally in research funding and second highest in research productivity in the CSU system. This cutting-edge research, combined with its world-class scholarship, student-centered learning opportunities, and experiential and interdisciplinary programs, allows SJSU to provide transformative opportunities that advance the public good locally and globally.

San José State enrolls more than 36,000 students — many are historically underserved, and around 45% are first-generation and 38% are Pell-recipients. SJSU is a Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander (AANAPISI) Serving Institution. The university's commitment to social justice extends from its vibrant, inclusive campus to an international network of over 275,000 alumni. As such, San José State is committed to increasing the diversity of its faculty so our disciplines, students, and community can benefit from different and divergent cultural and identity perspectives.

### **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.