

San José State University - San José, California
ANNOUNCEMENT OF POSITION AVAILABILITY
Subject to Budgetary Approval

Specialization: Temporary Faculty – **Faculty Field Liaison (FFL) in Online/Hybrid MSW Program**

* Potentially as many as 3 positions in BASW and MSW Programs (On-Campus and/or Online/Hybrid)

** Please see On-Campus FFL Position Announcement as well, if interested

Rank: Part-Time Lecturer

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 in-person as well as 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.

Responsibilities: Include but are not limited to:

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 in the special session side. A full-time assignment consists of 100% time or 15 WTUs. There are variations depending on whether the FFL is teaching MSW foundation or advanced year field courses. For any job appointments in the Online/Hybrid MSW Program, this is funded as a "self-support"/Special Sessions program, and thus 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 School of Social Work can meet its primary responsibility for the student's education;
- b. To provide an educational context by which the School 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., for site visits, supervision, and seminars). As an FFL, attendance at field education program meetings is expected.

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 1 to 2 times each academic year; more if needed. 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 Programs' 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;
- In collaboration with the Assistant Field Education Director and/or the Field Education Director, assist in the review process of potential field placement sites. Tasks may include gathering information from agency representatives, visiting the field placement site, and making approval or rejection recommendations to the Field Education Office.
- 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 Programs' curricular goals, purpose, and mission;
- Other duties consistent with the roles of a faculty member.

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.

Starting Date: Fall 2019

Eligibility: Employment is contingent upon proof of eligibility to work in the United States.

Determination of lecturer course assignments is contingent upon student enrollment figures, funding and requirements of the Collective Bargaining Agreement between CSU and the California Faculty Association.

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 with "Faculty Field Liaison" in the subject line.

Please submit these materials indicating your interest by April 16, 2019; 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.

San José State University is California's oldest institution of public higher learning. The campus is located on the southern end of San Francisco Bay in downtown San José (Pop. 1,000,000), hub of the world-famous Silicon Valley high-technology research and development center. Many of California's most popular national, recreational, and cultural attractions are conveniently close. A member of the 23-campus CSU system, San José State University enrolls approximately 30,000 students, a significant percentage of whom are members of minority groups. 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 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](http://www.sjsu.edu/police) website at (<http://www.sjsu.edu/police>.)