

**School of Social Work
San Jose State University
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 August 1, 2019. 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 0.6 FTEF year-round position funded through the PM-PPSC Special Sessions budget. There is some flexibility in the time-base dependent on seasonal duties (i.e., summer versus regular academic year responsibilities). In Special Sessions programs, 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 the 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;

- Management and facilitation of school/agency practicum agreements and monitoring the appropriateness of school district field placements;
- 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.

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.

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>.)