



Philander Smith College

JOB TITLE: BACHELORS OF SOCIAL WORK FIELD COORDINATOR

DEPARTMENT: Social Work

EMPLOYMENT TYPE: Full Time

APPLICATION: Submit a cover letter, resume or CV, official transcripts of all degrees earned. You may send unofficial copies but your official transcripts will be required upon hire.

APPLICATION DEADLINE: Open until filled. To be considered for this position, applications should be received by September 16, 2019.

SUMMARY OF POSITION: Philander Smith College invites applicants for the position of BSW Field Coordinator. The coordinator will be responsible for managing the field education components of the Department of Social Work curriculum.

RESPONSIBILITIES:

Plan for, recruit, screen, and develop quality field placement opportunities with input from faculty, students, and community members. Develop placement procedures and approve student placements in agencies.

Regularly evaluate and report on progress and problems in the field education component of the School's curricula. Monitor the implementation of policies and procedures related to field education and determine exceptions to them. Where such policies and procedures are lacking, the coordinator will assume initiative in developing them.

Develop faculty and field instructors' capabilities for carrying out field education objectives through such mechanisms as orientations, colloquia, workshops, seminars, mentoring, and other scholarly programs.

Coordinate, develop and/or conduct workshops for the purposes of continuing education of field instructors and other area professionals. The coordinator also collaborates with faculty to develop and coordinate classroom and field curriculum objectives.

Serve as university liaison and representative around field placement inquiries from internal and external stakeholders.

Other duties, as assigned.

REQUIRED QUALIFICATIONS:

- An MSW from a CSWE accredited program with at least 2 years of post-baccalaureate or post-master's social work degree practice experience.
- Social Work license preferred.
- The successful candidate will be innovative, energetic, and collaborative, as well as demonstrate ability to communicate effectively with many different audiences & constituencies.
- Extensive experience in field instruction and field education in academic settings.
- Knowledge of CSWE Educational Policy and Accreditation Standards.
- Ability to use technology to coordinate field placements and to work with students.
- Strong interpersonal and communication skills.
- Excellent communication, writing, editing, and interpersonal skills.
- Demonstrated ability to work collaboratively with faculty and college/program stakeholders.

HOW TO APPLY: Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a cover letter, CV or resume, your official transcripts of all degrees earned. You may send unofficial copies, but your official transcripts will be required when hired and three letters of professional references to: humanresources@philander.edu. Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:

**Philander Smith College
Attn: Office of Human Resources
900 Daisy Bates Drive
Little Rock, AR 72202**

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Philander Smith College is a small privately supported historically black, four year liberal arts college with a student enrollment of approximately 1,003 students. It was founded in 1877 and is affiliated with the United Methodist Church.

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.