



**JOB TITLE:** CHAIR, DEPARTMENT OF SOCIAL WORK

**EMPLOYMENT TYPE:** Tenure Track

**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 July 1, 2019.

**SUMMARY OF POSITION:**

The Chair of the Social Work Department at Philander Smith College is a 9-month appointment that reports directly to the Division Chair of Social Sciences. The Social Work Department Chair will oversee all aspects of the department in addition to directing and teaching in the accredited BSW program. The Department of Social Work prepares engaged advocates for social justice for entry into professional practice within the varied social systems and organizations within central Arkansas, the rest of the state, and the nation.

**DUTIES AND RESPONSIBILITIES:**

- This position will also serve in the capacity as the Principal Investigator (PI) and IV-E Coordinator for the Arkansas Academic Partnership in Public Child Welfare. The P.I. serves as the primary liaison between this grant funded project and the prime contractor and sponsor. Responsibilities include oversight of all programmatic activities, budget development and monitoring of expenditures, supervision of Title IV-E faculty and staff, and chairing the Child Welfare Interdisciplinary Committee.
- Proven strong leadership and administrative skills (including assessment) within the field of social work in an academic setting
- Record of accomplishment in scholarship, teaching and service eligible for academic appointment at the rank of Assistant Professor or above
- Excellent oral and written communication skills with the ability to work effectively with faculty
- In-depth experience with university budget management and grants
- Seeks diversity among faculty staff and students
- Other duties as assigned

## **REQUIRED QUALIFICATIONS:**

- A minimum of a MSW degree and LCSW/CSW licensure are required. The terminal degree (DSW or Ph.D.) is preferred.
- Faculty rank and Division Chair status may be awarded commensurate with experience.
- The successful candidate will be innovative, energetic, and collaborative, as well as demonstrate ability to communicate effectively with many different audiences & constituencies
- Candidate will have at least five-years' experience with program development, grant management and a proven record of successfully developing and implementing new programs.
- Excellent communication, writing, editing, and interpersonal skills.
- Ability to work collaboratively with faculty and Philander Smith College partner administrators.
- Ability to work with a diverse student population.
- Ability to manage and multi-task multiple projects, meet deadlines, and stay within budget.
- Ability to successfully train and supervise staff.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish a learning environment that is student- centered, promotes the highest standards of the profession and is responsive to student issue, work independently and as an effective team member and leader, handle multiple priorities, and develop and maintain effective and constructive relationships with aligned departments, faculty and administration throughout the institution and in the community
- Proven ability to motivate and challenge faculty and staff while instilling a firm program wide accountability
- Proven knowledge and skills in program, faculty and student development based on college guidelines and the social work code of ethics
- Excellent organizational skills
- Exercise effective independent professional judgment;
- Establish and maintain collaborative working relationships with local community, faculty, staff, students, and student organizations;
- Ability to develop short and long term strategic plans;
- Proven knowledge of grants management and budgeting; and
- Ability to provide professional development for faculty and staff.

## **HOW TO APPLY:**

Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a letter of application, current vitae, and three letters of professional references to: [humanresources@philander.edu](mailto:humanresources@philander.edu). Email subject line should include the full name of the position for which you are applying, and documents should be in PDF format. You may also mail your information to:

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

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.

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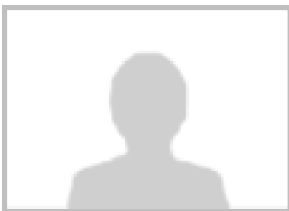


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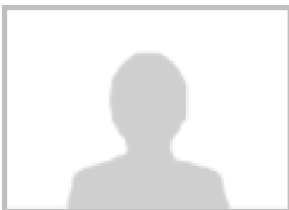


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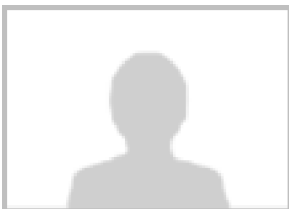


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