ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Field Education

SCHOOL/DEPARTMENT: Graduate School of Social Service, Westchester Campus

DESCRIPTION: The Assistant Director of Field Education contributes to the development and implementation of field education policies, procedures, and requirements under the direction of the Director of Field Education for the Graduate School of Social Service (GSS). As a vital member of the Field Education team, the Assistant Director provides expertise regarding field education curricula and the placement and management of GSS social work students with approved field placement agencies. This position operates primarily from the Fordham University Westchester campus.

RESPONSIBILITIES/DUTIES:
- Identify, secure and monitor field placement assignments for GSS students.
- Develop new field education placements/agency partners.
- Provide support and intervention to students, field advisers and field instructors towards upholding field education standards at field placements, student meetings, and field orientation events.
- Provide oversight of the field adviser role by monitoring field seminar facilitation and timely responses to field placement issues by contracted field advisers serving the Westchester campus.
- Provide assistance to the Associate Director of Field Education in the delivery of innovative projects, program development activities and trainings designed to strengthen the Field Education curriculum.
- Participate in field team department meetings.
- Assist in the development, implementation, and evaluation of training for Field Advisors and Field Instructors.
- Assist in all assessment activities and generation of reports as required.
- Strive to improve the quality and efficiency of services to students, field instructors, and field advisers through the use of technology and innovative programming.
- Administer data input/management for accurate/efficient/secure reporting of Field Education programming and all student and agency records.
- Other duties as assigned.

QUALIFICATIONS:
- Possess an MSW degree from a CSWE-accredited social work program.
- A minimum of 3-5 years post-MSW experience including field education, advising, and/or instruction.
- Integrity, sound judgment, and ethical decision-making
- Detail-oriented, with strong organizational and time management skills
- Clear professional written and oral communication skills
- Exceptional interpersonal and relational skills
- Familiarity with metro NY area and surrounding counties provider/agency systems
- Function independently as well as part of a team operating a complex environment
- Able to adapt to changes in priorities, unexpected events or unanticipated demands
- Technical proficiency in current software applications such as Microsoft Word, Excel, Google spreadsheets

SALARY: Commensurate with experience

START DATE: ASAP

SEND LETTER, RESUME TO: Estella Williamson
- ewilliamson6@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.