ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Field Education

DEPARTMENT Graduate School of Social Service
Westchester Campus

POSITION SUMMARY:
The Assistant Director of Field Education contributes to the development and implementation of field education policies, procedures, and requirements under the direction of the GSS Director of Field Education. As a vital member of the Field Education team, the Assistant Director provides initial evaluation and approval of Field Education agencies as well as expertise in field education curricula, placement, and assessment of social work students (on-campus and online) in accordance with required practice competencies. The Assistant Director is responsible for the training, oversight, and facilitation of problem-solving of student field issues, reporting directly to the Associate Directors and the Director of the Field Education Department.

RESPONSIBILITIES:
- Assist in the development and implementation of Field Education orientations and departmental materials/manuals
- Assist in the development, implementation, and evaluation of training for Field Advisors and Field Instructors
- Identify, secure and monitor field placement assignments for GSS social work students
- Cultivate and certify new Field Education placements and agency partners
- Provide expertise with respect to Field Education standards for students, advisors, instructors, and others
- Provide oversight of the Field Advisor role ensuring timely site visits and effective advising/field seminar facilitation
- Provide assistance and support to students, Field Advisors and Field Instructors in effective problem resolution
- Assist in the development and delivery of innovative projects, program development activities and training designed to strengthen the Field Education curriculum and the student learning experience
- Participate in field team department meetings
- Assist in all assessment activities, collection of data and generation of reports as required
- Assist in the continual quality improvement and efficiency of services to students, Field Instructors, and Field Advisors through the use of technology and innovative programming
- Administer data input/management for accurate/efficient/secure reporting of Field Education data and all student records
- Ensure compliance with student privacy, accessibility, academic integrity, and institutional policies
- Ensure implementation of national and regional academic and Council of Social Work Education accreditation standards
- Work collaboratively and in coordination with field staff, GSS/University administrators, faculty and students
- Perform other duties as assigned.

QUALIFICATIONS:
- MSW degree from a CSWE-accredited social work program required
- Minimum of 3-years of post-MSW experience that includes field education, field advising, and/or field instruction
- Familiarity with Metro NY area and surrounding counties provider/agency systems
- Technical proficiency with a variety of educational platforms and software applications/systems
- Proficiency with Council on Social Work Education Educational Policy and Accreditation Standards
- Function independently and as part of a team in a complex environment
- Strong organizational skills, self-motivated and detail-oriented
- Possess clear, effective, and diplomatic written and oral communication skills
- Exceptional interpersonal and relational skills with a customer-service orientation
- Ethical sound judgment, initiative in solving problems, and ability to deal effectively with changing priorities

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Dr. Binta Alleyne Green
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