ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Field Placement Specialist

DEPARTMENT Graduate School of Social Service
Lincoln Center/Westchester Campuses

POSITION SUMMARY:
The Field Education Department Placement Specialist oversees the placement of students in Field Education agencies 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 Field Placement Specialist provides expertise working directly with GSS social work students in the preparation, coordination, and Field placement/practicum process.

RESPONSIBILITIES:
• Work with the appropriate Assistant Director of Field Education to review student field applications and coordinate the field placement process for individual students
• Identify, secure and monitor field placement assignments for GSS students
• Assist in the develop and vetting of new Field Education agency partners
• Educate students, and field instructors about field policies, procedures, and expectations
• Participate in Field Education department meetings
• Assist in all assessment activities and generation of reports as required
• Assist with Field Education events such as orientations and training
• Assisting in the Field Education evaluation process including data collection and data entry
• Work within and maintain systematic databases with student records and information
• Perform other duties as assigned

QUALIFICATIONS:
• MSW degree from a CSWE-accredited social work program
• Minimum of two years post-MSW professional experience
• 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 and able to work with a diverse groups and individuals
• Familiarity with, and ability to, travel to agency sites as needed
• Ability to function independently as well as part of a team operating a complex environment
• Ability 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

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: Ji Seon Lee
Associate Dean for Academic Affairs
jilee@fordham.edu

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