ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Associate Director of Field Education Administration

DEPARTMENT: Graduate School of Social Service (GSS)
Field Education Department

POSITION SUMMARY:
The Associate Director of Field Education Administration assists in the development, implementation and maintenance of all administrative systems, policies, procedures, and practices associated with the operation of the Field Education Department. Ensures compliance with administrative policies and procedures across all campus locations and the Online program. Works in collaboration with administrators and faculty across GSS, Fordham University, community partners and organizations. Associate Director of Field Education Administration works under the direction of the Director of Field Education.

RESPONSIBILITIES:
- Utilizes best practice to establish effective administrative systems, ensures accurate and timely data collection, record keeping and required documentation associated with all aspects of Field Education
- Provides sophisticated critical analysis in monitoring, managing, and assessing Field Department systems and data
- Directs and supports staff to develop and evolve data management systems and procedures across the Field Department
- Assists the Director of Field Education in the review and processing of Agency Affiliation Agreements
- Develops and oversees administrative systems and procedures for the management of Field Department operation documents including data reports, handbooks, accreditation materials
- Works in collaboration with the Associate Director of Field Education Services and GSS Student Services to provide timely, fair, and effective responses related to student need and performance concerns
- Develops and coordinates an assessment and continual improvement process for department operations, performance of Field Advisors, Field Instructors and Field Education partner agencies
- Develops and implements standard documentation procedures related to contacts with students, Corrective Action Plans, and performance concerns
- Assists in the development and implementation of orientations, trainings and professional development for students, staff, Field Instructors and Field Advisors
- Oversees the development, implementation, and management of the SIFI training program
- Establishes and maintains a digital repository for all Field Education training resources
- Ensures all Field Department policies and procedures are in accordance with Council on Social Work Education (CSWE), GSS and Fordham University requirements
- Represents GSS/Field Education Department on School/ University and at community events as needed
- Fosters a collaborative working environment for students, staff, agency professionals, faculty, and administrators
- Promotes a work/learning environment that supports diversity and inclusion in all its forms
- Performs other duties as assigned

QUALIFICATIONS:
- MSW degree from a CSWE-accredited social work program is required
- 3-5 years of experience in Field Education or senior social work administrative position
- Understanding of Council on Social Work Education Educational Policy and Accreditation Standards
- Technical proficiency with a variety of educational platforms and software applications/systems
- Excellent analytic, management and problem-solving skills
- Demonstrated ability to create a team environment for staff effectively balancing support and accountability
- Familiarity with metro NY area and surrounding counties provider/agency systems
- Function independently and as part of a team in a complex work 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, and ability to deal effectively with changing priorities

SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
START DATE: ASAP

SEND LETTER AND RESUME TO: Christie Hunnicutt, Director of Field Education
chunnicutt2@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