ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Field Education

SCHOOL/DEPARTMENT
Graduate School of Social Service
Field Education Department

The Director of Field Education provides leadership and administrative oversight to the Field Education Department of the Fordham University Graduate School of Social Service (GSS). The Director participates in the overall design and development of the Field Education components of the undergraduate and graduate field curriculum and actively pursues field-related best and innovative practices. This leader must demonstrate sophisticated critical analysis and ethical decision making in relation to complex issues and systems and create a collaborative working environment for staff, agency professionals, faculty and students.

RESPONSIBILITIES/DUTIES:

• Oversee the management of staff at all Field Department staff at all GSS campus locations (Lincoln Center, Westchester, Molloy, and Online)
• Promote and foster a work/learning environment that is supportive of diversity in all its forms
• Oversee the recruitment, development, and assessment of all Field Education sites/agencies (placement of more than 1,200 students annually)
• Maintain strong relationships and communication with agency leaders and Field Instructors
• Oversee and monitor the performance of field placement agencies and Field Instructors
• Oversee the recruitment, training and assessment of Faculty Liaisons/Advisors
• Develop and implement required trainings and supportive professional development resources for all Field Instructors and Faculty Liaisons/Advisors
• Oversee the process and procedures for student application, assignment and completion of Field Education
• Chair and/or represent the Field Education Department in all student performance reviews
• Develop, monitor and maintain all department administrative policies and procedures (including Field Education handbooks and accreditation materials) in coordination with all School administrative departments, policies and procedures
• Review all Field Education data, including student surveys and utilize for continual improvement of department operations and student educational experience
• Work with the academic community to bridge the pragmatic decisions of agency practice and the conceptual, theoretical, teaching and learning issues presented in the classroom
• Represent the School/Field Education Department on various committees and at a range of events associated with the School, the University, the extended professional community and national organizations and associations

QUALIFICATIONS:

• Master’s degree in Social Work required/ Doctorate degree preferred
• A minimum of 5 years’ experience serving in a leadership role in social work field education.
• Knowledgeable with respect to Council on Social Work Accreditation field education standards
• Excellent leadership, strategic and analytic skills
• Exceptional administrative, management skills and problem-solving skills, able to handle multiple tasks and projects simultaneously.
• Excellent communication and interpersonal skills
• Ability to work effectively and collaboratively with others
• Ability to create a team environment for staff and effectively balance support and accountability
• Ability to promote and contribute to the School's and University’s strategic initiatives

SALARY: Commensurate with experience
START DATE: January 01, 2018
SEND LETTER, RESUME TO: Dr. Manoj Pardasani at mpardasani@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer.