ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Online Field Education

DEPARTMENT: Graduate School of Social Service
Online Education Department, Lincoln Center

The Assistant Director of Online Field Education will assist in the overall administration of the online field practicum under the direction of the Associate Director of Online Field Education, the Director of Field Education and the Senior Director of Online Education.

RESPONSIBILITIES:

- Field Placement Sites
- Develop new field work sites under the direction of the Director of Field Education
- Serve as point of contact for national placement site vetting needs
- Field Placement
- Coordinate placement/replacement of students, as directed
- Review and approve/amend student Work/Study applications
- Assist in assessment activities
- Participate in Student Administrative meetings as needed

Communications and Training

- Respond to online and on-campus student inquiries regarding field, internships, field policies/procedures
- Assist in the creation and implementation of field-related documentation, seminar material and instructional assets.
- Assist with the training and onboarding of new field instructors and field faculty advisors
- Support the management and liaison needs of online/on-campus field instructors and field faculty advisors
- Monitor student field advisement, stay apprised of student field issues, provide consultation and problem-solving solutions to issues that arise with partnering agencies
- Respond to the unique field education needs of the distance learner
- Support field related digital communications to internal and external stakeholders
- Participate in departmental meetings, orientations and events - communicate status and issues regarding online and on-campus field activities

Administrative

- Assist in administrative strategies and processes to meet the demand of volume, expansion and growth
- Assist with the execution of operational systems to maximize scalability and efficiency for online and on-campus field activities and needs
- Provide assistance to the Associate Director and Director(s) with new projects, program development and planning
- Assist the Director(s) in identifying and satisfying unmet departmental needs
- Assist with the generation of reports, collection of data, data entry, as required
- Support the technological maintenance of the student and agency database for the GSS Field Education department
- Other duties as required and assigned

QUALIFICATIONS:

- MSW degree with a minimum 2 years post-MSW experience, experience as a faculty adviser and/or field instructor preferred
- Excellent clinical skills/training required for counseling/advising students
- Familiarity with agency/provider systems
- Technically proficient in software applications for assessment, communications, CRM/database systems use
- Strong organizational skills, self-motivated, detail-oriented, exceptional interpersonal and relational skills
- Must be able to deal effectively with changes in priorities, unexpected events or unanticipated demands

SALARY: Commensurate with experience
START DATE: ASAP
SEND LETTER, RESUME TO:
Patricia Heard
Senior Director for GSS Online Education
onlinemsw@fordham.edu

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