ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Associate Director of Field Education

DEPARTMENT: Graduate School of Social Service
Rose Hill and Lincoln Center Campuses

The Associate Director of Field Education assists in the overall administration of Field Education across all campus locations and online under the direction of the Director of Field Education. Participates in the development and implementation of Field Education components for undergraduate and graduate Field curriculum. Ensures compliance with practice competencies and assessment and field education best practices and innovation. The Associate Director works in collaboration with Field Education colleagues, members of the GSS administrative leadership team, faculty and staff.

RESPONSIBILITIES:

- Provide sophisticated critical analysis and ethical judgement in relation to complex Field Education issues and systems.
- Assist in the management, supervision and professional development of all Field Education staff at all campus locations.
- Create a collaborative working environment for students, staff, agency professionals, faculty and administrators.
- Promote and foster a work/learning environment that supports diversity and inclusion in all its forms.
- Assist in recruitment, development, and assessment of Field Education sites/agencies, Field Instructors, & Field Advisors.
- Maintain strong relationships and communication with agency leaders, Field Instructors, and Field Advisors.
- Assist in the development and implementation of orientations, trainings and professional development resources for students, staff, Field Instructors and Field Advisors.
- Assist in maintenance of all department administrative policies and procedures (including handbooks and accreditation materials) in coordination with all CSWE, School/University requirements, policies and procedures.
- Provide guidance for the timely, fair and effective resolution of student Field Education needs and problems.
- Coordinate in the review of Field Education data, including student surveys and utilize for continual improvement of department operations and student educational experience.
- Represent the School/Field Education Department on various committees and at a range of School, University and community events.

QUALIFICATIONS:

- MSW Degree from a CSWE-accredited social work program required.
- Minimum 3-5 years’ experience in Field Education or senior social work administrative position.
- Proficiency with 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.
- Ability to create a team environment for staff effectively balancing support and accountability.
- Familiarity with metro NY area and surrounding counties provider/agency systems.
- Ability to 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: Ji Seon Lee
Associate Dean of Administration
jilee@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.