

## **Educational Program Administrator**

### **JOB SUMMARY**

The University of Connecticut School of Social Work is seeking applicants for two full-time experienced positions as Educational Program Administrators in the Office of Field Education. One position will be primarily focused on micro social work practice. The other position will be a mix of micro and macro social work practice. The School of Social Work offers degrees at the bachelor's, master's, and doctorate levels and offers classes to non-degree students, as well as certificate programs and workshops. Under the supervision of the Director of Field Education, supports the educational and professional development of MSW and BSW students with a commitment to the School of Social Work's mission of advancing knowledge and community engagement to achieve human rights and social justice at the University of Connecticut School of Social Work.

The University of Connecticut School of Social Work is a national leader in graduate social work education with a tradition of educating and serving diverse populations. We are ranked in the top 20% among schools of social work nationally. The School has BSW, MSW, and Ph.D. programs. More than one-third of our 400 students and 30 full-time faculty members belong to underrepresented groups in higher education. One of the few schools with deep roots in and commitment to macro methods of both community organizing and policy practice in addition to a commitment to micro practice with individuals, families, and groups. The School's research doctorate is the only public social work Ph.D. program in the region. Areas of distinction in teaching, scholarship, and community engagement include mental health, trauma and violence prevention and reduction; international social work and human rights; social and health disparities; diversity and cultural competence; and policy analysis, advocacy, and community organizing. Interdisciplinary collaborations are maintained with units across the University and we have an extensive collaboration network with public and private human service agencies.

The UConn School of Social Work is located in downtown Hartford. Our neighborhood campus includes other UConn academic programs and research centers, cultural institutions, and state and city government. This situates us ideally for carrying out our central academic mission and provides enhanced opportunities for building upon our existing community collaborations and urban focus.

### **DUTIES AND RESPONSIBILITIES**

With a commitment to the School of Social Work's mission of advancing knowledge and community engagement to achieve human rights and social justice, the primary duties of this position include:

- Collaborating with field education staff and faculty to support the educational and professional development of MSW students
- Building connections with community resources and agencies for networking, collaboration opportunities, professional development opportunities, and field placement opportunities, identifying and engaging new field training sites
- Placing students in field practicum sites
- Serving as academic and field Faculty Advisor to students, including making field site visits and holding advising seminars

- Supporting the work of field instructors, including collaborating on SIFI instruction for new field instructors
- Providing field instruction for and evaluation of students at field placements at sites without a BSW or MSW field instructor as needed
- Serve on field education and other committees, as appropriate
- Involvement with BSW program/students as needed
- Be visible in the community and conduct ongoing in-person meetings with the community agencies and organizations with whom we partner
- Support the richness of diversity and employ pedagogical techniques to meet the needs of diverse learning styles and intellectual interests

### **MINIMUM QUALIFICATIONS**

- MSW degree
- A strong commitment to field education and promoting the professional development of micro and macro practice social work students.
- Demonstrated 5 years of social work experience, at least 3 years post MSW social work experience.
- Demonstrated supervisory experience.
- Demonstrated potential for/evidence of building and maintaining effective working relationships with field placement settings and personnel.

### **PREFERRED QUALIFICATIONS**

- At least 4-6 years of professional post-MSW practice experience in one or more of the following areas: with individuals, families, or groups in mental health, health, school, or similar micro social work practice settings and/or experience with communities and organizations or similar macro social work practice settings
- Ability to mentor students and /or field advisors and field instructors
- Knowledge and relationships with practice organizations/settings in Connecticut
- History of serving as a faculty academic and field advisor and/or field instructor to BSW and MSW students
- Experience teaching Seminars in Field Instruction (SIFI) to new field instructors
- Commitment to and/or experience in promoting and fostering a learning environment supportive of individuals from diverse backgrounds
- Ability to apply social work research and practice knowledge in advising and field instruction
- LCSW

### **APPOINTMENT TERMS**

This is a 12-month, full-time position with benefits and an expected start date of June 3, 2022. Initial salary commensurate with qualifications and experience.

### **TERMS AND CONDITIONS OF EMPLOYMENT**

Employment at the University of Connecticut is contingent upon the successful candidate's compliance with the [University's Mandatory Workforce COVID-19 Vaccination Policy](#). This Policy states that all workforce members are required to have or obtain a Covid-19 vaccination as a term and condition of employment at UConn, unless an exemption or deferral has been approved.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

## TO APPLY

<https://jobs.hr.uconn.edu/en-us/job/496261/educational-program-administrator>

Please apply online at <https://hr.uconn.edu/jobs>, Staff Positions, Search #496261 to upload a **resume**, **cover letter**, and contact information for **three (3) professional references**. Your cover letter should 1) describe the candidate's micro and macro social work practice, supervisory and field experience, 2) explains how the candidate's experience aligns with the priorities of the school and this position; 3) describes previous and potential contributions to promoting diversity through field education and/or service; and 4) addresses relevant minimum and preferred qualifications. References will not be contacted without prior permission of the candidate. Review of applications will begin immediately.

This job posting is scheduled to be removed at 11:55 p.m. Eastern time on May 6, 2022.

Potential candidates can address questions to:

Beth Sharkey, M.S.W.

Search Committee Chair

University of Connecticut School of Social Work

38 Prospect Street, Hartford, CT 06103

[beth.sharkey@uconn.edu](mailto:beth.sharkey@uconn.edu)

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp>.

*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*