

# Academic Coordinator - Field Work Education - School of Social Welfare

Job #JPF03221

Sch of Social Welfare / School of Social Welfare / UC Berkeley

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## POSITION OVERVIEW

**Position title:** Academic Coordinator for Field Work Education

**Salary range:** \$105,000-150,000 annually

**Percent time:** Full time, fiscal year.

**Anticipated start:** Immediately

**Position duration:** One year contract, renewal based on performance and budget.

## APPLICATION WINDOW

**Open date:** March 24th, 2022

**Next review date:** Thursday, Apr 7, 2022 at 11:59pm (Pacific Time)

Apply by this date to ensure full consideration by the committee.

**Final date:** Sunday, Apr 24, 2022 at 11:59pm (Pacific Time)

Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

## POSITION DESCRIPTION

Located within the world's finest public university and one of the most diverse regions in the nation, the UC Berkeley School of Social Welfare strives to transform the systems that perpetuate poverty and social disadvantage. Berkeley Social Welfare develops effective multi-level scholars and practitioners committed to solving complex social problems; produces, disseminates and utilizes research to improve social-service delivery and policy through critical thinking and evidence-based knowledge; and prepares the next generation of social workers, researchers and teachers dedicated to serving the most vulnerable members of our society.

The School is seeking a full-time Academic Coordinator to support the oversight and academic administration of our accredited Master's in Social Work (MSW) professional degree program, undergraduate major in Social Welfare, doctoral degree program, and graduate certificate programs. The AC will also play a critical role in the development of new revenue generating opportunities such as certificates, continuing education units, executive development, workforce development, etc. This role will also optimize current certificate and self-sustaining degree program options.

The Academic Coordinator reports to the Dean and Associate Dean of Berkeley Social Welfare and will collaborate on management and strategic matters related to the School's mission. The incumbent will provide leadership and administration for all academic programs, and particularly in field education, a subset of the Master's in Social Work curriculum. The AC functions as the designated MSW Program Field Director and is accountable for ensuring that the Field Education curriculum is designed and delivered according to mandated accreditation standards, Academic Senate regulations, and educational requirements leading to eligibility for professional licensure as a social worker in the state of California. Responsibilities as MSW Field Director include supervising Field Consultant faculty (6 FTE); developing and implementing policies, criteria, and procedures for efficient and effective delivery of the field practicum curriculum; evaluating student learning and field setting effectiveness congruent with the program's competencies; collecting, analyzing and reporting student learning outcomes assessment data; and providing orientation, field instruction training, and continuing dialog with field education settings and field instructors. The incumbent also supports the professional development of their direct reports and assures alignment between programmatic conditions, direct reports, and the instructional mission of the program overall.

Responsibilities across all academic programs include assisting in the recruitment, assignment, and orientation of temporary faculty (lecturers) and providing support and monitoring as needed; in conjunction with the other members of the leadership team, determining courses and sections to be offered each term and provide the information needed for the preparation and data entry of class schedules; managing and supporting the course evaluation process each term;

functioning as the designated departmental Course Contact for submitting Course Proposals to the Academic Senate for approval; and participating in the annual review and selection processes for admission to the MSW and PhD programs.

The Academic Coordinator will also liaise with the School's academic program committees as needed, collaborate and coordinate with the Assistant Dean for Admissions and Student Services as needed, and share responsibility for completing the Dean's annual service charges as appropriate.

The applicant should also be committed to the multiple goals of a public research university, in a diverse, multicultural urban environment.

# QUALIFICATIONS

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## Basic qualifications (required at time of application)

- A Master's Degree in Social Work, or equivalent international degree.

## Additional qualifications (required at time of start)

- A professional licensure as a clinical social worker (LCSW in California, or recognized international equivalent).
- At least two years of post-MSW experience.

## Preferred qualifications

- A Doctorate in Social Work, related field, or equivalent international degree.
- Demonstrate the ability to develop and maintain an up-to-date perspective both on social work practice and the dynamics of professional social work education.
- Excellent interpersonal and communication skills (written and oral).
- Demonstrate teaching experience.
- Committed to the multiple goals of a public research university, in a diverse, multicultural urban environment.
- Able to collaborate with community agencies.
- Teaching/training experience/field instruction of social work students.
- Demonstrate experience in social work and field education.

# APPLICATION REQUIREMENTS

## Document requirements

Curriculum Vitae - Your most recently updated C.V.

Cover Letter - Please describe how your work experience has prepared you for this position.

Statement on Contributions to Advancing Diversity, Equity, and Inclusion - Statement on your contributions to diversity, equity, and inclusion, including information about your understanding of these topics, your record of activities to date, and your specific plans and goals for advancing equity and inclusion if hired at Berkeley (for additional information go to <https://ofew.berkeley.edu/recruitment/contributions-diversity>).

## Reference requirements

3 required (contact information only)

References will be contacted for finalists only.

**Apply link:** <https://aprecruit.berkeley.edu/JPF03221>

**Help contact:** [d.schiller@berkeley.edu](mailto:d.schiller@berkeley.edu)

# CAMPUS INFORMATION

Diversity, equity, inclusion, and belonging are core values at UC Berkeley. Our excellence can only be fully realized by faculty, students, and academic and non academic staff who share our commitment to these values. Successful candidates for our academic positions will demonstrate evidence of a commitment to advancing equity, inclusion, and belonging.

The University of California, Berkeley is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

In searches when letters of reference are required all letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (<http://apo.berkeley.edu/ucb-confidentiality-policy>) prior to submitting their letter.

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. Please refer to Appendix F, Section II.C. of the policy for the deadlines applicable to new University of California employees. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

# JOB LOCATION

Berkeley CA

