<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Program Specialist</th>
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<tr>
<td>Department:</td>
<td>Social Work Practice Education and Practicum Activities</td>
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<tr>
<td>Reports To:</td>
<td>Director of Field Education</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Office of Social Work Practice Education and Practicum Activities coordinates student internships in community organizations and engages students simultaneously in classroom and practice education during the academic year.

The program serves students and community practicum instructors in organizations that provide practice experiences for students through internships. Practicum sites are located throughout Metropolitan Atlanta, surrounding counties throughout Georgia and in some instances across multiple states.

The Social Work Practice Education Program Specialist performs a broad range of administrative duties for the Office of Social Work Practice Education and Practicum Activities at the Undergraduate and Graduate level in the Social Work Program. The Program Specialist reports directly to the Director of Social Work Practice Education and Practicum Activities and is an integral part of collaboration and planning in social work practice experiences within the Office of Social Work Practice Education.

**Core Duties and Responsibilities:**

Social Work Practice Education Program Specialist: is a member of the Social Work Practice Education and Practicum Activities Office who is responsible for working closely with the Director of Social Work Practice Education and Practicum Activities and the practice education office personnel to provide overall administrative support for students, faculty liaisons, and others. Under the supervision of the director, the practice education program specialist is responsible for the following:

- Managing the students' social work practice experience application, placement process, and documents via a computerized placement database system.
- Contacting students to provide information about deadlines and important notices from the Office of Social Work Practice Education and Practicum Activities.
• Monitors the office of Social Work Practice Education and Practicum Activities office email account and telephone inquiries; and responds appropriately to questions from students, practicum organizations, practicum instructors, and faculty practice education liaisons.

• Provides administrative support to the director of Social Work Practice Education and Practicum Activities, the BSW and MSW practice education coordinators.

• Assisting in developing, implementing, and monitoring the SSW practice education and practicum activities website.

• Assisting in the administrative planning and coordinating of workshops and orientations for students and practicum instructors during the academic year.

• Updating and maintaining the data in systems utilized by the Office of Social Work Practice Education and Practicum Activities.

• Provides data reports and statistics used by the Office of Social Work Practice Education and Practicum Activities upon request from the director and the social work practice education coordinators (BSW & MSW).

• Performing other tasks as required or requested by the social work practice education director and coordinators.

**Knowledge, Skills and Abilities:**
Successful applicants must possess excellent verbal and written communication skills. Ability to prioritize and work independently; ability to proof own work with accuracy. Proficient use in Microsoft Office Suite, including Excel. Public relations skills, time management and organizational skills. Proficient in Adobe Acrobat, Canva or other brochure development software and Qualtrics Survey Software, preferred.

**Minimum Hiring Standards:**

<table>
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<tr>
<th>Education</th>
<th>Bachelors Degree in Business or Public Administration or related field.</th>
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<tr>
<td>Years of Experience</td>
<td>2 years in office administration in higher education preferred</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>N/A</td>
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