



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	BSW Practice Coordinator (12-Month Administrative Position)
Department:	Whitney M. Young, Jr., School of Social Work
Reports To:	Director, Office of Practice Education and Activities

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 Whitney M. Young, Jr., School of Social Work (WMYJSSW) at Clark Atlanta University in Atlanta, GA, invites applicants to apply for a *12-month* administrative position for the BSW Coordinator position. The coordinator will be responsible for arranging placements for BSW-level social work students in their practicum. Additionally, the coordinator will teach practice-related courses throughout the curriculum.

Examples of Duties and Responsibilities:

- Reports directly to the Director of Practice Education.
- Communicate regularly with the BSW Program Director on all related activities.
- Collaborate with faculty in the overall long-term and short-term planning of practice education activities.
- Participate in the development, implementation, and evaluation of practice education activities, such as student placement, practice education orientation, instructor training, and mechanisms to coordinate curriculum delivery between instructors and faculty.
- Participate in the development of policies and procedures, including those that guide and direct the students in practicum placements, practicum instructors, and the practicum education office.
- Evaluate and perform on-site administrative reviews of practicum education agency sites.
- Monitor student progress in the practicum.
- Maintain and report to the Director of Practice Education on assessment and evaluation outcomes.
- Teach related courses across the curriculum.
- Assist with administrative/office functions, review admission applications, and serve on school-related committees.
- Collaborate with students, practicum instructors, and faculty practicum liaisons to resolve students' issues in the practicum.
- Collaborate with the BSW Program and Practice Education Directors on projects related to practice education as needed.

Knowledge, Skills, and Abilities:

- At least two years of post-MSW full-time agency-based social work practice experience.
- Excellent interpersonal and communication (oral and written) skills.
- Demonstrated ability to use instructional and assessment technology. Experience networking with private, non-profit/for-profit community organizations as well as State and local community-based agencies.
- Knowledge of current social work practice and education guidelines.

Minimum Hiring Standards:

Education	Master's degree in social work (MSW) from a CSWE-accredited program.
Years of Experience	Minimum three years of full-time post-MSW agency-based social work experience.

Other Duties as Assigned by Dean or Associate Dean.

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer