

Date Posted: 04/18/12

University of Houston
Graduate College of Social Work
JOB OPPORTUNITY POSTING

Job Title: Coordinator of BSW Advising & Lecturer

Employer/Agency: NC State Department of Social Work

Job Description:

- Provide academic and professional advising for incoming and transfer students; Advise registered students in selecting appropriate courses to ensure successful progress towards degree completion.
- Meet with new/potential students and their parents as needed throughout the year.
- Assess the effectiveness of all advising activities.
- Train and coordinate faculty academic advisors through the professional sequence BSW process.
- Develop and ensure accuracy of printed information on curriculum and requirements for advisors and students.
- May teach two courses per semester in the undergraduate curriculum
- Provide guidance to students making decisions about graduate study and careers in social work. For example, assist with career planning process and field placements

Qualifications: Master of Social Work is required. Professional advising experience in a university setting is also required. Experience working and teaching in Social Work Education; strong student orientation; commitment to student success, understanding of and experience working with non-traditional students and diverse populations, public speaking and written communication skills, and excellent interpersonal skills; strong organizational and time management skills to work effectively. Experience with and knowledge of online software.

Preferred Experience, Skills, Training/Education:
Ph.D or Ed.D in Social Work is preferred.

Salary/Hours: Salary range: \$40,000-\$45,000

Employer/Agency: Department of Social Work
Address: Box 7639

NC State University
City, State, Zip: Raleigh, NC 27695-7639

Contact Person: Linda R. Williams, ACSW
Contact Title: BSW Program Director
Telephone Number: 919-515-4403
Email Address: Linda_Williams@ncsu.edu

Application Method: Visit <http://jobs.ncsu.edu> and search for position 00102588. Or click here: <http://jobs.ncsu.edu/postings/6746> You will be asked to attach a C.V., Cover Letter and Contact Information for 3 References. An optional Teaching Statement can also be attached if desired as well.

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.

Thank you