

CALIFORNIA STATE UNIVERSITY, LONG BEACH
COLLEGE OF HEALTH AND HUMAN SERVICES
SCHOOL OF SOCIAL WORK



RECRUITMENT #: 924

POSITION: Full-time Lecturer (Associate Director of Admissions and Student Services)

12 Month Appointment (3-year)

EFFECTIVE DATE: January 23, 2012 (Spring Semester)

SALARY RANGE: Commensurate with education and experience

MINIMUM QUALIFICATIONS: A Masters degree in Social Work from an accredited school, three years of post-MSW practice experience, including two years of administrative and program development experience within a college or human services agency setting, and evidence of one year of effective teaching experience. One year experience advising undergraduate or graduate students in a college setting. Expertise and /or commitment to educating a diverse student population.

DESIRED/PREFERRED QUALIFICATIONS: Evidence of a teaching area in social work practice, human behavior, policy, research, or field education. Experience in overseeing student services and admissions processes within a higher educational setting. Evidence of positive student and/or peer teaching or training evaluations.

DUTIES: Teach graduate and/or undergraduate courses including social work practice courses, human behavior in the social environment courses, and/or policy courses. In addition, create and teach courses to ensure student success including writing, APA course, and social work licensing course. Oversee the School of Social Work's admissions process: (a) oversee majors on program planning and benchmarks toward degree completion, (b) develop and implement a comprehensive process for recruitment of the strongest students, including marketing materials, on-site and off-site recruitment meetings, and collaboration with community college/university undergraduate programs and human services agencies; (c) develop a process for awarding scholarships as recruitment incentive; (d) develop a streamlined process for management of admissions files; (e) oversee student services policies; (f) oversee admissions staff within the School of Social Work. Other duties as assigned by the Director of the School of Social Work.

The School of Social Work at California State University, Long Beach is committed to building a more diverse faculty, staff, and student body as it responds to the changing population and educational needs of California and the nation. We seek applicants and nominations from those who have experience teaching, mentoring, and developing research in ways that effectively address individuals from historically underrepresented backgrounds. California State University, Long Beach is an affirmative action/equal opportunity employer.

REQUIRED DOCUMENTATION:

Letter of application, resume, three letters of recommendation, and copy of transcript from institution awarding highest degree. (Employment is contingent upon proof of legal right to work in the United States. This proof must be provided prior to employment at the University. An appointment is not final until proof is provided.) Official transcript and signed SC-1 form required of all finalists.

APPLICATION DEADLINE: Position open until filled (or recruitment canceled). Review of applications to begin November 1, 2011. Applications, required documentation, and/or requests for information should be addressed to:

Julie O'Donnell, Ph.D. Chair, Personnel Committee
School of Social Work
California State University, Long Beach
1250 Bellflower Boulevard
Long Beach, CA 90840
Phone (562) 985-7372; fax (562) 985-5514; email julieo@csulb.edu

In addition to meeting fully its obligations of nondiscrimination under federal and state law, CSULB is committed to creating a community in which a diverse population can live, learn, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs. California State University, Long Beach is an Equal Opportunity Employer.