Date Posted: 12/07/12

University of Houston
Graduate College of Social Work

JOB OPPORTUNITY POSTING

Job Title: Accreditation Specialist

Employer/Agency: Council on Social Work Education

Job Description: The Council on Social Work Education (CSWE), a nonprofit national association and the sole accrediting agency for social work education in the country, invites applications for an Accreditation Specialist to provide technical and supportive assistance to social work programs seeking candidacy or undergoing accreditation review. CSWE's Commission on Accreditation (COA) is responsible for developing accreditation standards that define competent preparation for social work practice and ensuring that social work programs meet them through a multi-step process that involves self-studies and benchmarks from social work programs, site visits, and COA reviews of social work programs. The position will facilitate and assist social work programs, faculty, commissioners, and site visitors with detailed understanding of the accreditation processes and procedures. The position will also facilitate the COA reviews of social work programs and assist with training workshops for commissioners, programs, and site visitors.

Qualifications: Master's degree in social work required, with a minimum of 5 years related experience; PhD (preferably in social work) preferred. Experience in social work education. Ability to demonstrate working knowledge of social work accreditation standards and procedures. Ability to demonstrate working knowledge of complex organizations. Ability to provide training both online and in person. Superior oral and written communications skills. Careful attention to detail. Demonstrated organizational and follow-through skills. Ability to handle multiple projects simultaneously. Fluency with basic computer applications with proficiencies in all components of MS Office applications and understanding of technology applications for workflow management. Ability to travel and work on weekends.

Salary/Hours: DOE

Employer/Agency: Council on Social Work Education
City, State, Zip: Alexandria, VA

Application Method: To apply, please send a cover letter, resume, and salary requirement to Human Resources, Attn: OSWA, CSWE, 1701 Duke Street, Suite 200, Alexandria, VA 22314, Fax: +1.703.683.8099 or HR@cswe.org. EOE. A full job description is available at: http://www.cswe.org/File.aspx?id=64498

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