



## **JOB DESCRIPTION**

**TITLE: Program Chair**

**COLLEGE/SCHOOL/DEPT:** Social Work

**DATE PREPARED:** October 17, 2013

**REPORTS TO:** Dean, College of Arts and Sciences

**FLSA:** Exempt

### **POSITION SUMMARY:**

In addition to teaching undergraduate classes, the Program Chair provides direction to the Social Work Department including supervision of adjunct and full-time faculty, completion of administrative duties, and oversight of the student advising process.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Teaches courses in his/her areas of expertise and experience and according to program need.
5. Recruits, hires, supervises, evaluates and terminates adjunct and full-time faculty in the Social Work Department.
6. Promotes the quality of curriculum content and instructional effectiveness through program evaluation within the contexts of the mission, department goals and objectives.
7. Coordinates and prepares the schedule of course offerings within the department.
8. Develops and maintains social work degree offerings at regional campus sites.
9. Provides leadership in maintaining Council on Social Work Education accreditation.
10. Prepares budget proposals and acts as the budget officer for the department to allocate and utilize funds within institutional policies and procedures.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.
2. Serves as student club advisor.
3. Engages in scholarly or creative endeavors and community and university service provision.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. A minimum of master's degree in social work from a CSWE accredited program; doctorate preferred.
2. Excellent written, verbal and interpersonal communication skills.
3. Compatibility with highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
4. Personal transportation and willingness to travel.

**Interested and qualified applicants may submit a  
Heritage University Employment Application  
AND  
Resume, Letter of Interest & Three References to:  
[humanresources@heritage.edu](mailto:humanresources@heritage.edu)  
or  
Heritage University  
Human Resources Office  
3240 Fort Road  
Toppenish, WA 98948**

**Position Opened Until Filled**