



**WINTHROP**  
UNIVERSITY

# VACANCY ANNOUNCEMENT

**Title:** Associate Field Director and Instructor, Winthrop University Department of Social Work

## Major Responsibilities

### Field Administration

- Provide educational and administrative leadership for field education with an emphasis on BSW field education.
- Implement field education programming consistent with CSWE policies and standards and the NASW Code of Ethics.
- Develop and implement field education assessment practices.
- Develop and maintain current field education manuals.
- Recommend field policy revisions as needed.
- Coordinate the process for review and revision of field-related forms.
- Collaborate with the field director in pursuing internship agreements with agencies and maintaining a current database of agencies and field instructors.
- Coordinate internship selection processes with students and agencies.
- Collaborate with the field director, program directors, and the department chair as appropriate regarding activities and issues pertaining to field education.
- Collaborate with the field director in coordinating field orientation for students and field instructors.
- Collaborate with the field director in coordinating administrative activities that are specific to the field office.
- Collaborate with the field director and social work faculty in integrating field education across the curriculum.
- Compile field internship data for the annual CSWE report.
- Develop CSWE reaffirmation documents related to field education.

### Teaching, Advising, and Service

- Serve as instructor for BSW field education courses. Engage in academic/professional advising.
- Engage in professional service to the department, the broader university, and the professional practice community.

## Qualifications

- MSW degree from a CSWE accredited institution; five or more years of post-MSW professional social work practice experience. Doctoral degree from a regionally accredited university is desirable. Social work licensure or certification is preferred.
- Evidence of teaching competence and commitment to student learning.
- Excellent interpersonal skills and a commitment to collaborate productively with colleagues.
- Technology proficiency in managing data files and in using instructional software is desirable.

## Employment Conditions

This is a twelve-month, full-time, renewable contract position. The position reports to the department chair and includes a minimum of 25 percent assigned time to provide educational and administrative leadership for BSW field education. Salary is competitive and dependent upon qualifications.

**Position Availability:** July 1, 2014

**Application Deadline:** June 12, 2014. Applications received after the deadline may be considered if an acceptable candidate has not been found.

## Application Procedures:

Individuals wishing to apply for this position should submit the following:

- a. A letter of application;
- b. Current vita or resume;
- c. Copies of all graduate transcripts; and,
- d. Names and contact information (address, e-mail address, and phone number) of three professional references.

Applications may be submitted in electronic format to [socialwork@winthrop.edu](mailto:socialwork@winthrop.edu) or submitted in hard copy to:

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Chair and Professor  
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