



An Equal Opportunity/Equal Access/Affirmative Action Institution, which has a commitment to cultural, racial, and ethnic communities and encourages women and minorities to apply. It is expected that successful candidates share in this commitment.

ANNOUNCEMENT OF POSITION VACANCY

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Position Information

Working Title	Social Work Field Coordinator, Instructor I - Req. #1424
Requisition Number	1424
Department	510420-Division of Social Work
Advertised Salary Range	\$48,000 - Negotiable, based on education and experience.
Class Code	9014
FTE	1.0
Job Type	Regular
Job Classification	Faculty
Location	FGCU campus and off-site FGCU satellite centers in SWFL
Job Close Date	10-20-2011
Minimum Qualifications	Master's degree in Social Work from a CSWE accredited program or equivalent accreditation approved by the CSWE. Four (4) years of post-MSW professional practice experience. Experience in Social Work Field Education. Strong organizational and management skills and experience with Excel and Access databases. Must meet the University and College criteria for appointment to the level of Instructor I.
Preferred Qualifications	PhD in social work or closely related field. Skills in training and staff development. Experience in teaching in higher education.
Special Instructions to Applicants	Appointment will be made on a 12-month multi-year appointment basis available August 2012. Because applications and materials are subject to public review and retention under Florida's Public Records Law, please DO NOT send examples of your project/scholarship unless requested to do so. Therefore all submitted materials including articles, disks, slides, books, etc., become the property of FGCU and CANNOT BE RETURNED. As applicable, finalists will be notified of the need to submit specific additional materials. Such

	<p>materials will become the property of FGCU.</p> <p>Under Florida's Public Records law, applications will be available for public review upon request and become property of FGCU.</p>
Other Information:	
General Summary Statement:	<p>Your initial duties will include teaching; course and/or curriculum development; involvement on College and University committees and/or initiatives; as well as duties as assigned. Florida Gulf Coast University is a comprehensive university dedicated to quality education, research, and service. All Faculty are expected to be excellent teachers, responsive to changing professional needs; committed to innovative delivery of instruction resulting in improved student learning; committed to effective use of technology including distance learning; involved in scholarly activities as appropriate to appointment; and provide service to the College, University and Community. Teaching assignments may be on the main campus or at off-campus sites within our region.</p>
Required Licenses/Certifications and Other Specific Requirements of Law:	Adhere to FERPA Requirements (Buckley Amendment)
Other Licenses & Certifications:	

A&P / Faculty Job Responsibilities

1 Record

Function Type:	Job Duty:	Order of Importance
Duties	<p>Establishes and maintains field placements that meet accreditation criteria for a combined BSW and MSW program. Receives all field education applications and makes placement assignments. Assigns field liaison responsibilities to faculty members. Manages extensive data bases to monitor each student's placement and final grade. Provides annual Field Instructor Training. Maintains field education syllabi. Revises field placement procedures and publishes Field Education Manual annually. Teaches one class per semester.</p>	

Support Personnel Job Responsibilities

1 Record

% of Time	Job Duty
0	

Additional Posting Details

Working Hours:	
a. Identify daily hours and days of the	

<p>week, example: 8 - 5 Monday - Friday. b. Total Hours worked - 40 c. Any variation in workweek such as on-call status or rotation</p>	
<p>If the person does not work the normal 8-5 schedule in this position, please select the correct shift hours.</p>	
<p>Other Shift Hours:</p>	
<p>Knowledge, Skills and Abilities</p>	<p>Strong organizational and management skills. Knowledge of Excel and Access databases.</p> <p>Experience or commitment to the use of technology in distance learning & university teaching. Interest in collaborating both within and outside the University in the development and delivery of instruction resulting in improved student learning. Must value continued scholarship and service to the school and university.</p>
<p>Physical, Mental, and Environmental Characteristics of the Position:</p>	
<p>Other Characteristics of Position:</p>	
<p>Statement of Responsibility for Confidential Data</p>	<p>All rules and regulations concerning the Family Educational Rights Privacy Act (FERPA) must be followed regarding the handling of all confidential information such as student records, grievance issues, and personnel matters.</p>
<p>Required Documents</p>	<p>Cover Letter Curriculum Vitae Unofficial Transcript List of 5 References (Name, Address, Phone #) Statement of Teaching Philosophy</p>
<p>Optional Documents</p>	<p>Syllabus Teaching Evaluations Professional Reference Letter 1 Professional Reference Letter 2 Professional Reference Letter 3 Professional Reference Letter 4 Professional Reference Letter 5 Additional Materials 1 Additional Materials 2 Additional Materials 3 Additional Materials 4 Additional Materials 5</p>
<p>Note</p>	<p>Eligibility determination will be made by the Florida Gulf Coast University Human Resources Office. Federal law requires that we hire only U.S. Citizens and lawfully authorized aliens. Males between the ages of 18 and 26 are required to provide proof of Selective Service Registration prior to employment.</p> <p>Persons with disabilities needing reasonable accommodations to participate</p>

	<p>in the application/selection process must notify the Office of Equity and Diversity at (239) 590-7405, or via Florida Relay 711 for TTY/TDD/VCO, a minimum of five (5) working days in advance.</p> <p>Official transcripts for Faculty positions are to be mailed directly to FGCU by the institution granting the highest degree and received by Office of the Provost, 10501 FGCU Blvd. S., Ft. Myers, FL 33965-6565 no later than the employment start date.</p> <p>Official transcripts for A&P and SP positions are to be sent to Human Resources, 10501 FGCU Blvd. S., Ft. Myers, FL 33965-6565 and must be received within thirty (30) days of the employment start date. A copy of the candidate's unofficial transcript can be attached to the candidate's materials in SOAR or brought to the on campus interview.</p>
Application Types Accepted	Faculty/Administrative & Professional Profile
How to Apply:	Visit http://jobs.fgcu.edu and apply to the position.

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