**FACULTY POSITION ANNOUNCEMENT**

**Department:** Social Work  
**Faculty Hire Number:** 19-25  
**Effective Date of Appointment:** August 1, 2019  
(Subject to Budgetary Approval)

**Rank:** Full-Time Lecturer  
**Salary:** Dependent Upon Qualifications

**Working Title:** Assistant Director of Offsite and Online Field Education

**About the University:**
One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly $1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor’s degrees to traditionally underserved students and enrolls the largest number of Deaf and Hard-of-Hearing students of any U.S. state university. The journal *Nature* recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

**About the College:**
With the highest number of student enrollments across CSU Northridge, the College of Social and Behavioral Sciences is comprised of ten distinct departments including: Africana Studies, Anthropology, Criminology and Justice Studies, Geography and Environmental Studies, History, Political Science, Psychology, Social Work, Sociology, and Urban Studies and Planning. In addition, the College is also home to a number of well-recognized special programs, centers and institutes. We have a special commitment to studying the problems of urban America in a multi-ethnic setting, and to provide the highest quality education possible.

**About the Department:**
The mission of the CSUN Department of Social work is to prepare professional social workers for anti-oppressive, strengths-based practice with individuals, families and communities in the urban setting. Our mission reflects both the universal values of social work “to promote the well-being of individuals, families and communities” while reflecting the unique context of California State University Northridge—an urban setting in the heart of the San Fernando Valley, Los Angeles County. We offer a single concentration: advanced generalist social work practice in urban communities. This focus offers students the opportunity to learn strategies for working in any urban environment at the micro (individual/family), mezzo (group/community) and macro (policy/societal) levels.

**CSUN’s Commitment to You:**
CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

For more information about the University, check visit website at: [http://www.csun.edu](http://www.csun.edu)

**Qualifications:**
MSW from an accredited institution required. Ph.D. in social work or related field preferred. Three years minimum experience in social work field education and practice experience required. Applicants must have certification for field instruction and have served as a Field instructor for a minimum of 1 year. Knowledge of online teaching preferred. Candidates must demonstrate interest and competence in teaching and mentoring a diverse student population. Candidates must also demonstrate expertise in field education program coordination, including experience in developing field placements. Candidates must have the skills to establish networks within the social...
work community in the local, state and national level.

Must demonstrate high level of interpersonal skills to liaise professionally with varied constituent groups. The Assistant Director of Offsite and Online Field Education will provide shared collaboration with all grant programs (UCCF, CalSWEC Mental Health, GSWEC) as they pertain to field education. This collaboration will also include the Assistant Director of Stateside Field Education. Knowledge of Federal Title IV-E grant programs and the field requirements for those programs is preferred.

Demonstrated ability to coordinate many varied academic and field education responsibilities, work under pressure, meet deadlines and adjust priorities. Knowledge of and experience working with spreadsheets for tracking, monitoring and expediting various processes associated with admissions and field placement activities. Ability to develop effective working relationships with a diverse staff and university community. Must have thorough knowledge of modern office equipment; office methods, and practices. Knowledge of PDF and excel spreadsheets as well as information sharing systems. Familiarity of automated student information systems.

Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures. Ability to contribute to a positive university experience for each and every student, and to assist in achieving the university's commitment to a "vision of excellence." CSUN is a Learning Centered University. The successful candidate will be expected to join faculty and staff in a commitment to active learning, to assessment of learning outcomes, and to multiple pathways that enable students to graduate.

At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the United States Citizenship and Immigration Services (USCIS) to work in the United States.

This position will be subject to yearly performance evaluation by the Chair or the Chair's designee for renewal of contract.

Responsibilities:
- Under the guidance of the Field Director, oversee all aspects of the offsite and online field education student placements and curriculum
- Mediate student field placement related issues
- Work with Assistant Director of Stateside Field Education regarding MSW Cohorts
- Create and maintain student and agency information systems to organize field information by cohort (IPT, File Maker Pro and other Data Systems)
- Support and develop field agency partnerships for recruitment and to ensure student success
- Co-Facilitate Inter-University Field Education forums
- Instruct one course per semester in MSW Program
- Communicate effectively in the classroom, meetings and other professional settings
- Participate on department, college and community committees as needed
- Participate in community consortiums and any other community or university-based committees
- Maintain ongoing collaboration with all members of the field program
- Coordinate and facilitate field-based events (field instructor training, field orientation, etc.)
- Assist Field Director as needed
- Manage Canvas sites for Off-Site and Online field program, including support for Field faculty with Zoom and other virtual platforms
- Work with Director of Off Site & Online MSW Programs, Student Engagement Coordinator and personnel in Tseng College for offsite and online

Application Deadline:
Screening of applications will begin March 31, 2019. Priority will be given to applicants who meet the screening deadline; however, the position will remain open until filled.

Application Process:
Applicants must submit the following:
1. Cover Letter & Teaching Statement (includes the course(s) you have taught, relevant field education, academic and practice experience, and ability to address Department’s mission)
2. CV (curriculum vitae) – include educational background, teaching or training experience, reference list (3), and evidence of scholarship and/or related professional experience.
3. Sample Syllabi (if available)
4. Student Evaluations (if available)
5. Classroom Observation Reports (if available)
6. Verification of terminal degrees, licenses and certificates (In later phases of search process)

**How to Apply:**
This institution is using Interfolio's ByCommittee to conduct this search. Applicants for this position receive a free Dossier account and can send all application materials, including confidential letters of recommendation, free of charge to:  [http://apply.interfolio.com/60877](http://apply.interfolio.com/60877).

Inquiries can be sent to: Katie Mortimer, Department of Social Work at katie.mortimer@csun.edu

**General Information:**
In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available on-line [here](http://apply.interfolio.com/60877). Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](http://apply.interfolio.com/60877) as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in [CSU Executive Order 1096](http://apply.interfolio.com/60877). Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Faculty Affairs at (818) 677-2962.