Position Title: Field Education Coordinator  
Location: San Antonio main campus  
Office/Department: Worden School of Social Service  
FLSA Status (Exemption Category): Exempt (Professional)  
Work Status: Full time  
Reports To: Director of Worden School of Social Service  
Supervisory Responsibility: None  
Created/Revised by (Date): Will C. Rainford, LMSW, Ph.D., Director, Worden School (Dec. 7, 2012)  
Approved by (Date): P. Vargas, Director of Human Resources (1/7/2013)

Job Summary:
Reporting to Director of Worden School and in consultation with the MSW Director and Field Education Director, the Field Education Coordinator is responsible for all field education administration and coordination for MSW Program Online Option.

Essential Functions:
1. Draft and update Field Education manual for online option;
2. Develop and teach curriculum for field education seminars for online students;
3. Recruit, screen, hire, train, and supervise adjunct field liaison instructors;
4. Develop and maintain electronic documentation and forms for field education verification and certification;
5. Develop and implement field education orientation for new field education agency instructors;
6. Develop and implement annual training for field education agency instructors;
7. Collaborate with students to locate potential field education sites in student’s community;
8. Pre-screen potential field education sites prior to placement of student to verify goodness-of-fit with OLLU and Worden mission; as well as to ensure compliance with CSWE EPAS for field education;
9. Pre-screen students prior to placement for goodness-of-fit with field education agency and preparedness for practicum;
10. Complete placement process with students in field education agency;
11. Conduct virtual field education visits with each student/agency once per term;
12. Conduct evaluation of learning in field education in systematic, sustained methodology;
13. Produce end-of-term reports on field education;
14. Participate in scholarly research of efficaciousness of field education in online option.

ADDITIONAL RESPONSIBILITIES:
1. Advise Director of Worden School in ongoing planning, development and evaluation of online option;
2. Participate in all Worden School faculty meetings;
3. Participate in all Worden School Executive Committee meetings;
4. Support Field Education Director in development of field education policies, procedures, plans, and curriculum;
5. Perform other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities:
1. Knowledge of CSWE EPAS 2008;
2. Computer literate; competence in the use of Microsoft Office, including MS Word and Excel, the Internet and ability to master packaged database.
3. Strong familiarity with web-based conferencing technology;
4. Ability to design, implement and sustain web-based documentation and record keeping;
5. Knowledge of adult-learning theory and its application in online learning;
6. Ability to engage and develop rapport with professionals through web-based technology;
7. Ability to communicate effectively orally and in writing.

Education and Experience:
1. Master of Social Work degree required with a minimum of two years post-MSW practice experience; must possess LMSW or complete LMSW within six months of hire;
2. Experience in administration of social work preferred;
3. Knowledge and experience in social work practice with Hispanic children and families;
Minimum Starting Salary: Actual salary offered subject to qualifications

Applicant deadline: Open until filled

Interested applicants must submit the following: Complete Application (found in OLLU website), Letter of Interest, Resume/CV, and 3 professional references to Human Resources.

OLLU seeks to attract, develop, and retain the highest quality faculty, staff, and administrators. The University is committed to diversity and strongly encourages applications from women and minorities.

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