Western Michigan University invites applications and nominations for the position of a Faculty Specialist I/II to serve as Coordinator of Field Education in the School of Social Work. The Coordinator of Field Education is responsible for the administration and management of the BSW and MSW field education programs. This is a tenure-track, fiscal year (12-month) Faculty Specialist I/II appointment.

**Major Responsibilities:** This fiscal year position manages and administers the day-to-day operations of the Office of Field Education including:

- Recruiting, developing, evaluating field placements.
- Maintaining effective working relationships with field placement agencies and field instructors.
- Recruiting, training and evaluating field instructors.
- Advising and placing BSW and MSW students in field agencies.
- Managing field education databases.
- Leading and participating with school faculty in field education committees.
- Developing and implementing policies and procedures related to fieldwork.
- Teaching at least one course in the Fall and Spring semesters.
- Other field education tasks as designated by the Director of the School of Social Work.
- Maintaining compliance with CSWE accreditation standards

**Minimum Qualifications:**

- Master’s degree in social work.
- Experience in social work field education.
- Four years post-MSW professional practice experience.

**Desired Qualifications:**

- Excellent interpersonal, oral and written communication skills.
- Strong organization and management skills.
- The ability to work with diverse groups, such as students, faculty, and business leaders.
- A sound familiarity with program evaluation, database management, training and development.
- Computer skills.

**The University:** Western Michigan University (WMU), located in Southwest Michigan, is a vibrant, nationally recognized student-centered research institution with an enrollment of nearly 25,000. WMU delivers high-quality undergraduate instruction, has a strong graduate division, and fosters significant research activities. The Carnegie Foundation for the Advancement of Teaching has placed WMU among the 76 public institutions in the nation designated as research universities with high research activities.
The College: The College of Health and Human Services is located in a new 195,000 square foot building with state-of-the-art teaching technologies and spacious research laboratories. The college enrolls over 2,200 students, with more than a third of those at the graduate level. In addition to the School of Social Work, the college includes programs in blindness and low vision studies, nursing, occupational therapy, physician assistant, speech pathology and audiology, holistic health care, alcohol and drug abuse, interdisciplinary health services, and interdisciplinary health studies. The college has received a number of grants from the National Institutes of Health (NIH), the Health Resources and Services Administration (HRSA), and the Department of Education. The college also operates the Unified Clinics, a multidisciplinary service/training clinic.

School of Social Work: School of Social Work. Please visit www.wmich.edu/hhs/sw to learn about the School and our programs.

Salary: Competitive and commensurate with qualifications and experience, with an excellent benefits package.

Expected Start Date: August 1, 2011

Application Deadline: The formal review of an applicant will begin immediately upon receipt of all materials. Applications will be accepted until the position has been filled.

Required application documents: Letter describing qualifications, accomplishments, and professional experiences related to the position; current curriculum vitae; and the names, address, phone numbers, and e-mail address of three references.

To Apply: All applications must be submitted through the WMU Careers site at http://www.wmich.edu/hr/careers-at-wmu.htm

Western Michigan University is an affirmative action/equal opportunity employer consistent with applicable federal and state law. All qualified applicants are encouraged to apply.