**Field Education and 2+2 Program Analyst**

This position will serve as the primary programmatic support to the Field Education and BSW 2+2 programs within the School of Social Work. The program analyst will work in collaboration with program leads to support key programmatic activities including collection and organization of data to inform program planning, connection with students and community partners to further goals of Field Education and BSW 2+2 programs, independently managing Field Education software and related academic databases to support student course/practicum planning, practicum agency onboarding and accreditation needs.

**Duties will Include:**

* Provides assistance to the BSW 2+2 Program Lead and Field Education Program Director as directed
* Designs, implements, maintains, and assesses the Field Practicum process utilizing Practicum Software Program and other databases (Excel, Qualtrics etc.)
* Designs, coordinates, and implements various Field Education surveys using Qualtrics and other survey tools, collects data from student field applications and end of year feedback surveys tools to provide information for program assessment
* Collaborates with Assessment Committee on annual accreditation report data and other CSWE field education data requirements
* Under the supervision of Director of Field Education, develops and coordinates all field related technical and programmatic training, documentation, and support for faculty, staff, students, and community partners
* Responsible for the timely onboarding of all practicum students, supervisors and agencies into Practicum Software system
* Independently performs assignments requiring extensive research, data gathering and evaluation. Identifies need for adoption or revision of policies/procedures in areas directly or indirectly related to Field Education.
* Supports Field Education Event organization and coordination
* Coordinate and document collaborative efforts with BSW 2+2 community and tribal colleges at the direction of the BSW 2+2 Program Lead
* Coordinates UM campus and travel arrangements related to BSW 2+2 program
* Serves as a point of contact for BSW 2+2 students interested in applying to the program and supports students through application process
* Provides initial advising and onboarding to newly accepted BSW 2+2 students including providing general program overview, introduction to practicum, orientation to student resources and other supports as identified by BSW 2+2 Program Lead
* Maintains correct and up to date student records in appropriate University systems
* Assists in maintaining and updating School website regarding practicum and BSW 2+2 program information

**Minimum Knowledge, Skills & Abilities**

* Four-year college degree and three (3) years of professional project coordination experience; or. an equivalent combination of education and experience
* Ability to design and implement various surveys for data collection
* Ability to gather and organize data from a variety of sources
* Ability to present organized data for interpretation and use by School leadership
* Ability to participate in evening and weekend events
* Ability to periodically travel
* Ability to effectively and efficiently manage multiple priorities, pay attention to detail and produce desired results
* Ability to communicate in a clear, professional, friendly and effective manner both orally and in writing
* Demonstrate strong interpersonal communication skills, including the ability to work with diverse groups of people, and create and maintain positive relationships with faculty, staff, students, and the general public
* Ability to self-start and work with limited supervision, perform well in unique and challenging situations, learn quickly, adapt to change and take initiative as appropriate
* Ability to work effectively in a team environment as well as autonomously using critical thinking and good judgment and multitask with a high degree of accuracy
* Ability to maintain detailed and accurate records including both written and electronic files
* Proficient in the use of standard office equipment, office computers and related software (e.g., MS Office Suite) and web editing platforms (e.g., Cascade CMS) with the ability to learn new software programs as needed

**Preferred Education, Experience, Knowledge, Skills and/or Abilities**

* Bachelor of Social Work degree and at least three (3) years of related work experience in higher education
* Previous work experience in admissions, recruitment or student advising
* Previous experience or education as a program coordinator
* Familiarity with University of Montana student resources
* Working knowledge of University specific programs (e.g., Starfish, Banner, CourseDog, Sonia etc.)
* Knowledge of University of Montana specific policy and procedure
* Excellent organizational and time-management skills
* Outstanding communication, interpersonal and leadership skills
* Attention to detail
* Proactive problem solver