**Core Faculty**

**Overview and Responsibilities**

Saint Mary's University of Minnesota is seeking a full-time faculty member in our Master of Social Work (MSW) program who is eager to contribute to its Lasallian Catholic mission of awakening, nurturing, and empowering learners to ethical lives of service and leadership. We invite individuals to help transform lives through education, inspired by the Catholic Intellectual Tradition’s quest to understand the human experience through faith and reason and its embrace of all who are dedicated to learning from one another through authentic conversations in search of the truth. We are especially interested in and give preference to candidates who demonstrate a vision to create and nurture initiatives that will advance our mission within the scope of their duties and who will foster a culture of dialogue that, with respect for all people, supports the search for meaning and purpose in pursuit of excellence.

This position is responsible for teaching and managing assigned courses, which includes the planning of learning experiences designed to address course objectives, facilitating learning through engagement, and assessing students’ learning. The faculty play an essential role in curriculum development and review, advising and assessment of students, and enhancing the scholarship and professional expertise of the program and the Graduate School of Health and Human Services through activities such as participating in faculty meetings and committees.

Job responsibilities:

*Teaching*

* Conduct assigned courses according to the workload policy for annually contracted faculty members.
* Prepare course syllabi based on the program-specific approach to curricular structure and common syllabi expectations.
* Deliver courses in an educationally effective manner.
* Use instructional technology for student communication and effective learning.
* Assess student learning and assign grades in an educationally effective manner.
* Provide student feedback in a manner to support academic integrity and learning.
* Abide by all SGPP academic policies and procedures and enforce them in course delivery.

*Curriculum Development*

* Participate in the periodic review and revision of the curriculum.
* Develop course syllabi to reflect curricular outcomes and identified student learning objectives.
* Contribute professional and disciplinary expertise for maintaining program currency.

*Advising and Committee Participation*

* Perform the functions of general academic advising for students.
* Supervise student final clinical project research for assigned students according to the workload policy for annually contracted faculty.
* Serve on clinical project committees according to the workload policy for annually contracted faculty.
* Supervise students in practicum, clinical, or application-based activities.

*Assessment*

* Monitor and evaluate student performance on program-specific indicators.
* Provide student feedback in a manner to support academic integrity and learning.

*Administration and Service*

* Participate in faculty meetings.
* Serve on the SGPP and university committees and taskforces.
* Adhere to departmental policies and procedures as published in the SGPP Catalog and Program Handbook.
* Participate in student recruitment and orientation activities.
* Attend faculty development workshops (CELT and external), commencements, and SGPP and university functions.
* Assist in preparing for the Program’s accreditation process by the Council on Social Work Education (CSWE).

*Scholarship*

* Maintain an area of expertise through continuing education, community service, and/or research production.
* Maintain appropriate professional credentials and disciplinary contacts.
* Contribute expertise in teaching and scholarship to the University community and external audiences.

**Qualifications**

Experience and education:

* A Master’s degree in Social Work from a CSWE-accredited institution is required. A doctoral degree in social work or a related field is preferred.
* A minimum of five years of social work practice experience. At least two years of experience in clinical practice.
* Experience in higher education is preferred, which includes teaching, program development, and/or administration, including experience with the Council on Social Work Education (CSWE) accreditation standards.
* Currently licensed to practice social work in the state of Minnesota or be eligible for licensure in Minnesota is required.
* Experience teaching non-traditional students preferred, but not required.

Essential skills and functions:

* Expertise in, or a willingness to learn, the teaching of adult students. This includes a demonstrated basic proficiency and interest in educational technology such as Canvas and Flipgrid.
* Ability to work effectively within a team structure to carry out the mission of the University.
* Strong written and oral communication skills; must have fluency in English language.
* Instructor must be student-focused and have the ability to foster a positive and inclusive learning environment.
* Must have the willingness to adapt curricula and teaching to current trends in the field.
* Demonstrated excellence in online teaching, to include the ability to deliver course content, facilitate classroom discussions, and assess learning objectives.
* Exemplify the core values of the profession as specified in the National Association of Social Workers Code of Ethics as well as the core competencies specified in CSWE’s Educational Policy and Accreditation Standards.
* Support, respect, and advance the mission of Saint Mary’s University as a Lasallian Catholic institution.
* Develop and maintain good working relationships and communications at all levels of the organization.
* Observe safety guidelines and follows safety procedures established by the University.
* Self-motivated with the ability to work effectively alone and within a team environment.

**Application Requirements**

Apply online at <https://www.smumn.edu/about/offices-services/human-resources/employment-opportunities/>  and include a cover letter, resume, and contact information for three professional references.

Saint Mary’s University of Minnesota believes a diverse professoriate contributes to a robust academic environment and is critical to achieving the University's mission in an increasingly diverse society. Individuals with expertise in diverse scholarly and pedagogical approaches and experience mentoring members of underrepresented groups are especially encouraged to apply. Saint Mary’s University of Minnesota is an equal opportunity/affirmative action employer. The successful candidate must support, respect, and advance the mission of Saint Mary's University as a Lasallian Catholic institution.

Saint Mary’s offers a comprehensive benefit package including health, dental, vision, life and disability insurance, flexible spending, retirement pension plan, and both undergraduate and graduate tuition remission plans.

All offers of employment are contingent upon the successful completion of a criminal background check.

**Field Education Coordinator**

**Overview and Responsibilities**

Saint Mary's University of Minnesota is seeking a full-time Field Education Coordinator in our Master of Social Work (MSW) program who is eager to contribute to its Lasallian Catholic mission of awakening, nurturing, and empowering learners to ethical lives of service and leadership. We invite individuals to help transform lives through education, inspired by the Catholic Intellectual Tradition’s quest to understand the human experience through faith and reason and its embrace of all who are dedicated to learning from one another through authentic conversations in search of the truth. We are especially interested in and give preference to candidates who demonstrate a vision to create and nurture initiatives that will advance our mission within the scope of their duties and who will foster a culture of dialogue that, with respect for all people, supports the search for meaning and purpose in pursuit of excellence.

The MSW Field Education Coordinator position collaborates with the Field Education Director to provide oversight to the pre-field education component of the online Masters of Social Work program based out of our Minneapolis campus. This position will work collaboratively with the Field Education Director in identifying new field placements throughout the United States and maintaining working relationships with already established ones. This position works directly with social work students to ensure they are completing prefield tasks (prefield calls, updating resumes, securing malpractice insurance, completing HIPAA training, etc.) and successfully securing placements with organizations that meet Saint Mary's and the Council on Social Work Education's standards for field education. The MSW Field Coordinator Position member will have the option to teach field seminars on a course-contracted basis.

This position is supervised directly by the MSW Field Education Director. They will work with the MSW Field Education Director and the MSW Field Education Specialists. Some travel may be required.

Other responsibilities include:

* Assisting in the placement process, including managing and implementing the field application process.
* Responding to student, agency, and field instructor inquiries and responding to questions about field placements.
* Advising students on the field education process and responding to student questions about field placements.
* Identifying, vetting and onboarding new field agencies.
* Reviewing and approving the student pre-field assignments each semester.
* Educating students, directors of sites, and site supervisors about field policies and expectations.
* Maintaining student field records.
* Managing electronic data systems related to field placements.
* Working with Field Education Director to manage the publication and distribution of program manuals and forms.
* Co-coordinating student field orientations, field agency fairs, field supervisor training, and other field education office events.
* Perform other duties, as assigned.

**Qualifications**

Education and experience:

* Master of Social Work degree.
* Two years of post-MSW social work practice experience required.
* Five years or more post-MSW practice experience is preferred.
* Currently licensed to practice social work in the state of Minnesota or eligible for licensure is required.
* Experience in online education and working with diverse learners is preferred.
* May consider other acceptable equivalent combinations of training and experience.

Essential skills and functions:

* Expertise in, or a willingness to learn, the teaching of adult students. This includes a demonstrated basic proficiency and interest in educational technology such as Canvas, Panopto, and field software.
* An essential quality for the faculty member is the ability to work effectively within a team structure to carry out the mission of the University.
* Strong written and verbal communication skills; must have fluency with English.
* Must be learning-centered, student-focused, and can foster a positive and inclusive learning environment.
* Experience teaching and advising adult students is preferred.
* The candidate must exemplify the profession's core values as specified in the Social Work Code of Ethics and the core competencies specified in the Council on Social Work Education Educational Policy and Accreditation Standards.
* Develops and maintains good working relationships and communications at all levels of the organization.
* Observes safety guidelines and follows safety procedures established by the university.
* Self-motivated with the ability to work effectively alone and within a team environment.
* Knowledge of the Council on Social Work Education (CSWE) accreditation standards.
* Experience and comfort working with technology, and a willingness to learn new software.

**Application Requirements**

Apply online at <https://www.smumn.edu/about/offices-services/human-resources/employment-opportunities/> and include a cover letter, resume, and contact information for three professional references.

Saint Mary’s University of Minnesota believes inclusion and human dignity contributes to a robust academic and work environment and is critical to achieving the University's mission in an increasingly diverse society. Individuals with expertise and diverse skills from underrepresented groups are especially encouraged to apply. Saint Mary’s University of Minnesota is an equal opportunity/affirmative action employer. The successful candidate must support, respect, and advance the mission of Saint Mary's University as a Lasallian Catholic institution.

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