

• Welcome **Nancy Gray**. You are logged in.
Your Current Group: Staffing Coordinator-Academic/Search Chair.

Tuesday, July 21, 2015

View/Edit Posting - Specialist - Outreach - 1628

Reports
Faculty/Academic Staff Applicant Contact Information List-Staffing Coordinator
Faculty/Academic Staff Applicant List-Staffing Coordinator
Faculty/Academic Staff Departmental EEO Summary

Applicants	Posting Details	Guest User	Notes / History	Supplemental Documentation	Hiring Recommendation
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*Required information is denoted with an asterisk.

POSITION INFORMATION

Posting Number:	1628
EBS Process Reference Number	306072
EBS Position Number	30270520
EBS Job Number	20001700
Job Title:	Specialist - Outreach
Position Title/Rank:	
Multiple Hire Posting?	No
Multiple Position Numbers	
Job Group:	
Personnel Subarea	Fixed Term Academic Staff-FAS
Union Affiliation	Union
Appointment Basis:	Annual Year, 12 months
Appointment Status:	Fixed Term Academic Staff
Employment %:	100

Work Location:

Faculty: Salary Range \$41,000.00 - \$47,000.00
 Support Staff: Pay Minimum

Position Summary:

Coordinate with Field Placement Office regarding placement of MSW students in the CAC Clinic; Comply with all Field Office policies and expectations regarding ongoing and regular supervision of all social work students placed in the Clinic; Oversee all contact and activities with the CAC field liaison; At the direction of the Program Director, oversee CAC program partnerships and projects including, but not limited to, supervised parenting time services, OASIS Center, and Ingham County Legal Self-help Center; Participate in the Community Programs Committee and work on Committee projects as assigned; Work with the other Community Programs Coordinators on inter-program issues including planning for integrated student learning experiences; At the direction of the Program Director, participate in MSU Law Clinics meetings and activities; At the direction of the Program Director, develop and implement research and program evaluation tools for CAC and other Community Programs; At the direction of the Program Director, provide structured clinic instruction and trainings; At the direction of the Program Director, monitor and update the CAC Facebook page; Recruit students for CAC and other Community Programs; Seek grant funding for CAC and other Community Programs; At the direction of the Program Director, prepare and present continuing education programs related to Community Program activities and knowledge; Follow university and government confidentiality and privacy guidelines regarding student records and agency proprietary information; Follow all relevant School of Social Work, MSU Clinics, and Program policies; On a timely basis inform Program Director regarding Clinic, student, or Program-related matters or concerns; Meet with the Program Director for supervision on a regular and ongoing basis; Other duties as assigned.

Faculty: Minimum Qualifications
Support Staff: Minimum
Requirements

A masters degree in Social Work. Two years minimum experience post MSW. Must be licensed at the LMSW level. Experience in child welfare and children's legal issues. Education and/or knowledge of the Michigan Family Court system and the human services delivery system. Demonstrated administrative and supervisory skills.

Desired Qualifications: 3-5 post MSW experience preferred.

Summary of Health Risks and
Physical Demands

Position Type: Faculty/Academic Staff

Internal Posting Date: 07-17-2015

Internal Closing Date: 08-02-2015

External Posting Date: 07-17-2015

External Closing Date: 08-02-2015

Review of Applications begins on:

Application Types Accepted	Faculty/Academic Profile
Placement Goal (university):	Placement Goal Met
Placement Goal (department):	Placement Goal Met
Placement Goal Summary:	Placement Goal Met
Name/Title/Email Address of Search Committee Chair:	Joseph Kozakiewicz/Director, Chance at Childhood Clinic/kozakiew@msu.edu

DEPARTMENT INFORMATION

Major Administrative Unit/College:	College of Social Science
Primary Department Name:	10038782 SOCIAL WORK - CSS
Position Sub-org	
If position is funded by multiple departments, list department(s) in addition to primary department:	
Staffing Coordinator(s):	Nancy Gray
Staffing Coordinator Phone/Extension:	5173538632
Staffing Coordinator Alternate Phone Number:	
Staffing Coordinator NetID:	GRAYN
Users with Access	Gray, Nancy Kozakiewicz, Joseph
Employment Analyst:	Bernadette (brussell@hr.msu.edu) Russell
Employment Analyst Telephone Number:	40214
Web Address for Posting:	jobs.msu.edu/applicants/Central?quickFind=65537
Department Website Address:	socialwork.msu.edu
Required Applicant Documents:	Resume/CV Cover Letter Work/Writing Sample
Optional Applicant Documents:	Other Document Other Document 2 Other Document 3
Number of Reference Letters Required:	No letters required
Special Instructions to Applicants:	
Pass message:	Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you

will be contacted.

Federal Contract: No

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