



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 9/20/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No

Title: Coordinator, Field Education
Grade: 10
Status: Continuous, full-time, 35-hour week
Union Affiliation: PSA@RIC (Professional Staff Association at Rhode Island College)
Reports To: Director, Field Education – School of Social Work

PRIMARY PURPOSE:

Under the direction and supervision of the Director of Field Education, assist the Director in developing new field sites and recruiting new field instructors to ensure quality training sites for undergraduate and graduate students.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

Under the direction and supervision of the Director of Field Education:

- Research, develop and expand new field sites.
- Recruit and train new field instructors.
- Provide consultation to field sites with regards to student learning objectives and structuring placement orientation.
- Provide follow-up and problem-solving on current placement challenges.
- Expand communication and training opportunities with field sites.
- Interview and coach undergraduate and graduate students applying for internships.

Occasional Job Functions:

- Attend on-campus and offsite meetings.
- Perform other duties as assigned by the Director of Field Education.
- Travel in-state and out-of-state and some non-standard work hours.

REQUIRED QUALIFICATION STANDARDS:

Education:

MSW from a CSWE-accredited institution.

Experience:

A minimum of one year of full-time post-MSW experience working in the profession.

Skills, Knowledge and Abilities:

- Excellent oral and written communication skills.
- Excellent organizational skills including attention to detail and follow-up.

- Ability to generate and maintain good interpersonal relationships with professional colleagues, the college community, field sites and other internal and external groups.
- Ability to participate as a member of the School of Social Work team.
- Good computer skills.
- Ability to arrange transportation and willingness to travel to existing and potential field sites within New England.
- Willingness to work occasional nonstandard hours.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be accessible to persons who are disabled.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.