



JOB DESCRIPTION

TITLE: BSW Director

COLLEGE/SCHOOL/DEPT: Department of Social Work

REPORTS TO: Chair of Department of Social Work

FLSA: Exempt, 10.5 month Contract

SALARY: \$54,051 - \$88,586

(Commensurate with education and experience)

Position Summary:

The Bachelor of Social Work (BSW) Director collaborates with the Provost/VPAA in developing/implementing an academic vision and long-range plan that will contribute to immediate and long-term development and continuous improvement of the Department's programs and service to students. In this process, the Director aligns Department programs and activities with the College and University goals. The Director provides leadership and supervises the activities of faculty to ensure that the departmental mission, vision, and objectives are met while also teaching courses in the program. The Director is also responsible for maintaining Council on Social Work Education (CSWE) accreditation and for the program's participation in the Northwest Commission on Colleges and Universities (NWCCU) accreditation process.

Duties and Responsibilities:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the communities we serve. Interacts effectively with a diverse group of faculty, staff, students, and other consumers of our services. Learns and uses operating practices of the Department, College, and University.
2. Upholds the Heritage University Mission Statement.
3. Provides academic and educational leadership through the exercise of qualities such as honesty, integrity, flexibility, sensitivity, and decisiveness.
4. Promotes a positive environment, with a focus on diversity, inclusion, equity, and belonging, for high quality teaching, learning, research, and service.
5. Maintains a quality instructional program that meets the needs of all students through innovative, inclusive instruction, advising, and support services.
6. Teaches courses across the BSW curriculum in accordance with CSWE standards.
7. Prepares course schedules and booklists according to university-wide deadlines with particular attention to providing reasonable cohort modeling for students.
8. Coordinates the logistics of hiring and orienting full-time and adjunct faculty for the BSW Program. Follows University-wide processes. Uses the professional development services of the Center for Intercultural Learning and Teaching as appropriate.
9. Annually evaluates each regular ranked, term ranked, and adjunct faculty with a primary appointment to the BSW Program, using specific processes provided by the Provost/VPAA.
10. Coordinates with the Provost/VPAA and faculty (a) to develop program review; (b) to prepare program and curriculum assessment plans that align with CSWE; (c) to review data collected for assessment, including student feedback collected through CourseEval, Exit Surveys, Field Practicum Evaluations, and other data collection sources; and (d) works with faculty to implement appropriate program improvement based on data analysis.
11. Leads the writing of the BSW Program self-study for reaffirmation of accreditation with CSWE.
12. Collaboratively develops and manages the BSW Program budget in conjunction with the MSW Program budget using University systems.

13. Schedules regular BSW Program meetings, assuring that the agenda is developed in consultation with faculty members, that minutes are taken, and that minutes are accessible to the Provost/VPAA.
14. Represents the Department, College, and the University on local, state, national, and other professional higher education groups, as well as on various campus administrative councils, committees, and task forces.
15. Sends data and reports as requested to the Committees on Assessment and Program Review, the Office of Accreditation and Quality Improvement, and/or Provost/Vice President for Academic Affairs.
16. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
17. Performs other functions as necessary or as assigned.

Knowledge, Skills, and Experience:

- Master of Social Work from a CSWE accredited program and a minimum of two years post-MSW experience. Demonstrated knowledge of and commitment to the values of the National Association of Social Workers Code of Ethics.
- Demonstrated effectiveness teaching baccalaureate social work students from a variety of cultural backgrounds.
- The primary location for this position is the Toppenish campus. Travel between regional campus locations is required. Evening and weekend teaching is required.

BENEFIT PACKAGE:

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Unpaid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application Link: www.heritage.edu

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: HumanResources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Position is subject to funding.

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.