



## JOB DESCRIPTION

**TITLE:** Faculty, Social Work Department, Tri-Cities Location

**DEPT:** College of Arts and Sciences

**REPORTS TO:** Ruby Aguilar, Chair of Social Work

**FLSA:** Exempt, 10.5-month position

**SALARY:** \$63,199 - \$88,586 (*Commensurate with education and experience*)

### POSITION SUMMARY:

This position is responsible for teaching primarily undergraduate social work courses and acting as a liaison for students in field practicum placements. Primary appointment will be to the Tri-Cities regional campus, with travel to the main campus also required. The position is responsible for maintaining an active presence at the Tri-Cities location, including recruitment of prospective students, first-time students, and transfer students. Faculty will teach face to face and online courses, provide service to the university, and maintain active involvement in community and university activities.

### PRINCIPAL 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. Interact 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. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
6. Teaches classes across the social work curriculum, with primary appointment to the undergraduate program, using innovative and effective strategies for adult learners.
7. Utilizes technology effectively for in-person, hybrid, and online classes, outreach efforts, and other responsibilities. Keeps course management system and gradebook up to date.
8. Advises and mentors students in the social work program on degree plans including general university requirements, strategies for academic success, career opportunities, and graduate program requirements.
9. Coordinates and communicates regularly with BSW Director about student progress in the program, Tri-Cities location needs, and recruitment and outreach efforts.
10. Creates and ensures opportunities for student participation and input regarding the implicit and explicit curriculum and creates opportunities for students to connect to the Topenish location.
11. Acts as a liaison between the Practicum Director, practicum students, and agencies with student placements in the Tri-Cities area. Provides consultation and support to students and agency supervisors. Regularly informs Practicum Director of student progress.
12. Ensure regular site visits are conducted, and other policies are followed during the practicum placement period per the Practicum Manual.
13. Participate in social work department development, ongoing evaluation, and accreditation activities.

14. Serves as the Advisor for the Social Work Student Association (SWSA) at the Tri-Cities location.
15. Provides regular and ongoing support to the admissions and recruitment efforts at the Tri-Cities location for potential social work students and the general student population. This includes maintaining a regular presence in the Kennewick office during hours of operation in collaboration with the Regional Director.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Participates in Faculty Senate and other university-wide meetings to promote communication and shared governance.
2. Performs service to the university and to the community.
3. Engages in scholarly activities through research, presentations, talks, or other dissemination activities.
4. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- A. **Knowledge:**  
master's degree in social work from a CSWE-accredited program.  
Minimum of two years post-MSW experience in the social work field.  
Demonstrates interest and commitment to supporting diversity, equity, and inclusion for members of historically marginalized groups including racial and ethnic minorities, LGBTQ+ populations, and people with disabilities.
- B. **Skills:**  
Successful higher education teaching experience, including experience with diverse student populations.  
Demonstrated project management, program evaluation, and/or accreditation experience.  
Excellent interpersonal, organizational, oral, and written communication skills.  
Demonstrated skills in a variety of technological applications including the MS Office Suite, Course Management Systems, and/or databases.
- C. **Abilities:**  
Valid Washington State Driver's License  
Ability to travel to site visits at practicum placement agencies in the region.

**BENEFIT PACKAGE** (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program- 6 month waiting period
- Additional plans 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: [HU Application](#)

Review of complete applications, with the listed above will begin immediately and will continue until the position is filled. Position is subject to grant funding.

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

*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.*