

**UNCG Department of Social Work
Academic Professional Instructor
Position Announcement**

The Department of Social Work at The University of North Carolina Greensboro is seeking a qualified applicant for a 12-month non tenure track contract position of Academic Professional Instructor of Social Work. This person's primary job responsibility will be to serve as Coordinator of Marketing, Recruitment, and Admissions for the BSW Program and the Joint Master of Social Work Program. The person in this position will also be expected to teach in the BSW and MSW programs.

The BSW Program has approximately 250 majors and graduates 70-80 students a year. The JMSW Program is a single academic program operated jointly by NCA&TSU and UNCG, with admissions rotating between the two campuses every four years. Enrollment averages 90 students in three program options: 2 year full-time; 3 year part-time; and advanced standing.

Position Responsibilities include:

- Coordinate marketing and recruitment with the UNCG and NCA&T Graduate Schools in consultation with JMSW Program Co-Directors, including development of a marketing plan and recruitment materials (print and internet based)
- Coordinate the JMSW and BSW admissions decision-making processes, including developing a protocol for admission to BSW program to aid in enrollment management
- Represent BSW and JMSW Programs at recruitment fairs and other events
- Coordinate JMSW Program information sessions
- Serve as primary respondent for JMSW admission inquiries
- Collaborate with the Financial Aid Offices in informing applicants about financial assistance opportunities
- Serve as BSW Program liaison with community colleges across the state
- Serve as a first point for students who are interested in general social work questions
- Serve on both the BSW and JMSW Program committees
- Serve as a resource to BSW students regarding MSW options
- Teach courses in BSW and JMSW Programs

Qualifications:

- Master of Social Work (MSW) degree
- A minimum of 2 years post-MSW experience in social work
- Excellent communication skills
- Strong interest in recruitment of diverse and exceptionally talented students
- Experience and interest in marketing and recruitment, particularly for higher education, is preferred
- Experience teaching in BSW or MSW programs

Review of applications will begin immediately, and continue until the position is filled. The anticipated start date for the position is December 15, 2008.

Applicants should send a letter of application, vita, and the names and contact information of three references to: Chair of The Search Committee: Department of Social Work, 269 Stone Building, University of North Carolina Greensboro, 27402 - EEO/AA