

CITY UNIVERSITY OF NEW YORK – JOB VACANCY NOTICE

JOB TITLE	Academic Internship Specialist (HEOa) 400541 (Multiple Positions)
JOB ID	
LOCATION	Silberman School of Social Work
REGULAR / TEMPORARY	Regular

POSITION DETAILS

The specialist will assist the department director in implementing the field education program and help develop and explore field learning opportunities for students in all MSW and BSW programs. This includes matching students to placement sites, monitoring their progress, and collaborating with faculty advisors and agency representatives to provide field education experience with MSW and BSW students. Responsibilities also include advising a cohort of students, assisting with management of departmental events, programs and field instructor training as well as special projects and completing assignments as assigned by the program director.

QUALIFICATIONS

MSW degree with LCSW or LMSW and at least four years of related experience required.

Significant experience either as a field instructor, an agency educational coordinator, and/or a faculty liaison is preferred. Preferred candidates will also have excellent interpersonal, organizational, computer, and writing skills.

CUNY TITLE OVERVIEW

Supports an academic internship program providing career development and professional work experience.

- Acts as liaison between the College and employer sponsors, monitoring the success of students' internship experiences
- Supervises student internships, assuring adherence to related College and governmental policies and regulations
- Creates and conducts orientation sessions and workshops for students in the internship program; coordinates applications, interviews, and placement as part of overall student outreach
- Provides faculty orientation and development related to internship programs
- Implements and evaluates competencies and other success factors
- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant
Academic Internship Specialist - 400541

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Click on the "Apply Now" button and follow the application instructions. Please have your curriculum vitae/ resume and cover letter with names, along with contact information of 3 references available to attach into the application before you begin. Please note that the required material must be uploaded as ONE document. The document must be in .doc, .docx, .pdf, .rtf, or text format- and name of file should not exceed ten (10) characters.

CLOSING DATE

The search will remain open until the positions are filled

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.