

<b>WORKING TITLE</b>	Distance Ed. Practicum Site Coordinator – Sonoma
<b>PAYROLL CLASSIFICATION</b>	Extended Education Specialist III (E2223)
<b>DEPARTMENT</b>	CA Title IV-E Education Program/School of Social Work
<b>STATUS</b>	Part Time, Benefitted, Non-Exempt
<b>POSTING DATE</b>	April 7, 2025
<b>POSITION NUMBER</b>	2700

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the general direction of the CA Title IV-E Project Coordinator(s) or their designee, the position as the Distance Education (DE) Practicum Site Coordinator primary responsibilities include, but are not limited, the following (if position is shared, then duties will be adjusted accordingly):

- Oversee the local management of the Sonoma MSW DE program.
- Maintain linkages and communications among all students, practicum instructors, and community partners.
- Provide and maintain a supportive student learning environment.
- Insure integration of classroom and practicum learning between student and agency practicum instructors.
- Provide supervision and consultation to local practicum education faculty.
- Recruit and assess new agencies, including child welfare placements for CA Title IV-E students, for appropriateness as practicum education sites and implement Affiliation Agreement procedures.
- Notify DE CA Title IV-E Consultant of any agency changes, personnel updates or other program adjustments to ensure accurate database entries and consistent tracking of information.
- Assess ongoing quality of student practicum placements; provide primary linkage with public and private agencies for the purpose of development of placement sites, agency release time for supervisors, and coordination of student selection at agency.
- Provide specialized orientation and training for practicum instructors.
- Work in conjunction with DE Administrative Assistant and CA Title IV-E Practicum Consultant to monitor job search process, hiring issues, and student tracking for CA Title IV-E students.
- Assist in coordination of program and student evaluations.
- Consult with and support site-specific student graduation committees in the planning of local graduation celebrations.
- Participate in curriculum updates sensitive to cultural and social characteristics of the region.
- Collaborate with the CA Title IV-E Practicum Consultant and, if needed, the Director of Practicum Education in problem-solving when internship issues arise.
- Work in collaboration with DE Program Lead to schedule student orientations.
- Schedule and facilitate practicum instructor orientations and trainings.
- Attend monthly DE meetings and other school or community-based meetings as assigned.
- Participate in appropriate committee meetings (University and community-based) related to distance education.

- Assist with the integration of the overall MSW curriculum with a special emphasis on CA Title IV-E curriculum materials, as needed.
- Attend scheduled orientation meetings and activities at CSULB throughout the program cycle.
- Perform periodic program tasks assigned by the DE Program Lead, as needed.
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## **EDUCATION, SKILLS AND ABILITIES**

- MSW degree from an accredited school of social work
- Five (5) years of social work experience in progressively responsible positions;
- Knowledge about child welfare policies programs and issues
- Demonstrated competence in collaborative work
- Strong commitment to social work education
- Ability to communicate with ethnically and culturally diverse population cohorts
- Knowledge of surrounding geographic community and human services and agencies
- Demonstrated competence in administration and management of human services or with educational programs
- Preferred two (2) years of experience as a practicum instructor in a university or agency environment
- Preferred experience teaching at the university level

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research

## **POST OFFER BACKGROUND CHECK REQUIREMENT**

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

## **GRANT FUNDED EMPLOYMENT**

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

**BENEFITS:** Active Part-Time Regular and Short Hour benefitted staff are entitled to pro-rated vacation/OPA accrual (min. 40 hours per pay period required to accrue), pro-rated holiday pay on days regularly scheduled to work and, after meeting eligibility requirements, enrollment in our retirement plan.

**COMPENSATION RANGE:** \$31.93 - \$34.50 per hour

**FILING DEADLINE:** Open Until Filled

**NOTE:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

## APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By [DocuSign](#) or E-mail: [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

## NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.