

Date Posted: 9/22/09

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Director, Minority Fellowship Programs

Employer/ Agency: Council on Social Work Education

Job Description: This position is responsible for programmatic direction of the Council on Social Work Education's Minority Fellowship Programs. The Minority Fellowship Programs (MFP), established through federal funding, helps ethnic minority students complete their doctoral studies in social work. This program includes both recruitment outreach and pipeline development and supportive services to alumni and current program fellows. This individual will: provide programmatic leadership and direction on the recruitment and retention of applicants and participating colleges and universities; review and analyze research data relevant to the program and its participants; serve as a leader in facilitating meetings; and take a leadership role with developing and disseminating project materials, grant proposals and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works closely with CSWE's Executive Director and DAC to integrate the work of the Minority Fellowship Program into the overall strategic plan of the organization.
2. Represents the Minority Fellowship Program in meetings with Advisory Committee and other key stakeholder groups.
3. Participates in marketing the Minority Fellowship Program to colleges, universities and students.
4. Identifies funding sources and prepares grants and contracts in an effort to secure and maintain program funding.
5. Works collaborative with Program Coordinator, Minority Fellowship Program, to develop and maintain contact and resource databases.
6. Develops project materials for conference and meeting presentations.
7. Works with Program Coordinator and CSWE's Marketing/Communications staff to update and maintain the Minority Fellowship Program section of the CSWE website.
8. Oversees the development of online services and other communication media that will cover topics of interest to fellows such as program expectations, cultural competence and substantive mental health issues.

9. Directs various program activities related to project goals and objectives.
10. Provides leadership and guidance to Program Coordinator, Minority Fellowship Program and other staff providing support to the Program.
11. Performs other duties as assigned and directed.

Qualifications: PhD in Social Work required and 4 years of program management experience preferably with a nonprofit and/or academic institution.

Demonstrated understanding of issues affecting the minority social work education community, including issues related to student recruitment, retention, and mentoring preferred. Supervisory experience preferred.

Excellent oral and written communications skills including demonstrated presentation skills.

Demonstrated networking and coalition building skills including the ability to communicate issues of importance to the Minority Fellowship Program and its participants.

Experience with writing grants and preparing proposals.

Demonstrated ability to multi-task, work independently while remaining highly organized also required.

Understanding of general research principles; experience using SPSS strongly preferred.

Demonstrated computer skills including proficiency in Microsoft Office Suite.

Employer/ Agency: Council on Social Work Education
Address: 1725 Duke Street, Suite 500
City, State, Zip: Alexandria, VA 22314

Contact Person: Julia M. Watkins, PhD
Contact Title: Executive Director

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Opening Date: November 2009

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you