

POSITION DESCRIPTION

SCHOOL: Social Welfare
TITLE: **MSW Program Director**
REPORTS TO: Associate Dean, Social Welfare

The Director of the MSW Program is a 40% academic year and 8 week summer appointment made by the Dean. The Director is responsible and accountable to the Dean for the planning, development, and administration of the MSW program. The Director works closely with the Associate Dean for Academic Programs regarding day-to-day administrative tasks. Administrative duties and responsibilities fall into three categories: Admissions, Curriculum, and Student Advancement.

Admissions:

- Collaborates with the Graduate Student Services Coordinator (for Lawrence and Edwards campus) and Director of Western Kansas Programs regarding recruitment efforts including college fairs, information sessions, campus visits, orientation, and recruitment materials/publications.
- Assists with some recruitment efforts to assure a substantial and diverse pool of applicants, may include meeting with prospective students and responding phone calls and emails.
- Oversees admissions process through screening, training appropriate staff, and making admission decisions.
- Collaborates with the Director of Graduate Admissions regarding admission processes and deadlines.
- Reviews transcripts and syllabi determining transfer credit.
- Maintains and updates MSW program test out exams.
- Assists with the orientation events for all programs including advanced standing, regular and WS KS.

Curriculum:

- Serves as chair of the MSW Program Curriculum Committee. Responsible for the agenda, convening meetings and reporting back to Associate Dean for Academic Programs as appropriate.
- Takes a leadership role in curriculum development and in providing curriculum oversight.
- Provides program evaluation to assure student attainment of program objectives, reporting the results to the faculty and CSWE, facilitating and monitoring needed changes.
- Makes recommendations to the Associate Dean regarding faculty teaching assignments and evaluation of faculty performance.
- Oversees the policies governing the MSW program to ensure compliance with policies of the School of Social Welfare, and the University as a whole.

Student Advancement:

- Oversees student advancement policy, including student progress, academic probation, and recommendations for dismissal convening Academic Review Committees as needed.
- Coordinates student needs with Director of Practicum and other administrative personnel.

Miscellaneous:

- Consults with Associate Dean regarding MSW program needs, including enrollment management and resource allocation.
- Assists with Graduation Ceremony.
- Serves on the School Scholarship Committee.
- Works with the Marketing Director to ensure website and all MSW publications are up to date and accurate.
- Assists in the annual editing of the MSW Student Handbook.
- Represents the School in a variety of forums at the university, state, and national level.