



Title: AD0947 - Manager, Office of Professional Education (School for Social Work)      Date Printed: 05/21/2018

Job Posted On: 05/10/2018

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Work Location: Northhampton, MA,

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### **Description**

Working closely with the Dean of the School of Social Work in strategic visioning and planning a program of professional education. Responsible for organization, implementation and evaluation of a competitive and financially successful program. Develop and implement an integrated, data informed plan that will heighten visibility of SSW and its faculty and alumni. Work in concert with all other SSW departments to ensure that programming aligns with other SSW initiatives and strategic directions. Develop communication strategies, plans and calendars as well as work within a balanced budget to set and meet consistently high standards.

**Department:** School of Social Work

**Job Category:** Staff

**Position Control:** AD0947

**Internal/External Position Type :** Administrative

**FLSA:** Exempt

### **Duties and Responsibilities:**

- Lead, implement, and manage a competitive program of professional education. Serve as a lead and manager of operations, overseeing short and long-term planning, policies and procedures, and coordinating activities including: meetings, reports, schedules.
- Develop funding proposals.
- Plan, market and implement programs in professional education, including development of content, budgets, and marketing strategies.
- Understand and respond to emerging issues and trends. Identify, recruit and orient nationally recognized instructors.
- Set project schedules, meet deadlines.

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- Manage instructors for continuing education in both face to face and online environments.
  - Maintain planning and coordination for all professional education programs including course offerings, faculty assignments, dates/times/locations, and facilities coordination.
  - Establish protocols and related materials to support faculty hiring and student registration.
  - Coordinate the administration of exit surveys, prepare and disseminate findings.
  - Recommend and develop new courses/programs. Work with senior administration of the SSW and the College as needed to ensure coordination with the SSW curriculum and where possible to advance the profile of SSW faculty and alumni.
  - Remain current on and maintain all FERPA standards and state licensing requirements
  - Work with Communications Manager to develop strategy and content for brochures, web presence, and marketing materials in collaboration with the SSW and Smith College communications Offices including overseeing the maintenance and procurement of mailing lists for all programs.
  - Oversee website content and content of marketing materials
  - Provide effective supervision and task management of administrative support staff. Other duties as assigned.

### **Required Skills**

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### **Qualifications**

Minimum

### **Education/Experience:**

- Master's degree in social work education or graduate degree in education with other relevant experience.
- Experience in clinical social work or human services required and in higher education preferred.

### **Skills**

- Experience in developing and implementing successful credit, non-credit, and certificate programs in areas relevant to clinical social work, workforce/career development, professional development, and anti-racism practice. Facility with educational technology.
- Experience in budget development, staff supervision, educational planning, and online pedagogy preferred.
- Ability to work occasional evenings and weekends to oversee courses, manage registration, and attend Departmental and/or School meetings and special events.

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**Additional Information:** Smith College is an EO/AA/Vet/Disability employer.

**Kind:** Full Time

**Level:** Manager

**Apply**

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