



Job Title	Professional Development Counselor
PVN ID	HC-1901-002887
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	School of Social Work
Status	Full Time
Annual Salary	\$60,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Mar 08, 2019 (Or Until Filled)

General Description

Successful applicant will conduct academic and field advisement as a part of MSW student's educational experience. Provide consistent, ongoing guidance and support to ensure a successful academic outcome for work study (OYR students who are balancing full time employment and full time school while in the Mental Health Scholarship Program at the Silberman School of Social Work at Hunter College.

Other Duties

Roles and duties include:

1. Individual and group academic advisement, keeping abreast of students' academic achievement through regular contact with classroom instructors, arranging for writing workshops, tutoring, and special projects; conduct agency field visits;
2. High level of social media experience; identify and post relevant materials on virtual community of practice (VCoP); produce webinars pertinent to the NYC Department of Health and Mental Hygiene (DOHMH) areas of interests; familiarity with issues in mental health field;
3. Liaison and advocate with administrators at the School of Social Work and DOHMH;
4. Consults and acts as direct liaison with students' agencies of employment and develop and writes work study Field Contract/Agreement for student internships;
5. Reviews student process recordings and field evaluations; conducts graduation degree audits and compliance with mental health field of practice requirements;
6. Involved with application process and selection of candidates;
7. Submits quarterly reports regarding attendance and academic process (Level of Service Reports).

Qualifications

- M.S.W. Degree
- Five to 10 years post-M.S.W. practice experience in mental health
- S.I.F.I.
- Basic research data collection and analysis skills for student assessments
- Extensive experience with social media platforms
- Excellent written and verbal communication skills, including in online media
- Flexible, high energy worker
- Familiarity with the mental health system
- Work within a complex academic environment

Position will remain open until filled