



COUNCIL ON SOCIAL WORK EDUCATION

JOB AD

JOB TITLE: Vice President of Education
REPORTS TO: President and Chief Executive Officer
UPDATED: September 2020

ABOUT CSWE

The Council on Social Work Education (CSWE) is a national association of social work education programs and individuals that ensures and enhances the quality of social work education for a professional practice that promotes individual, family, and community well-being, and social and economic justice. CSWE pursues this mission by setting and maintaining national accreditation standards for baccalaureate and master's degree programs in social work, by promoting faculty development, and by advocating for social work education and research.

POSITION SUMMARY

The Council on Social Work Education (CSWE) is seeking a talented professional to serve as Vice President for Education (VPE). The VPE will be a member of the Executive Leadership Team, along with the vice presidents of communications/marketing, finance/operations, and the director of accreditation.

The VPE reports to the President and Chief Executive Officer of the Council on Social Work Education (CSWE) and has broad responsibilities for strategic planning, developing and accessing programs, products and services to assist members in faculty, leadership and curriculum development, educational research, and scholarly teaching. The incumbent continuously scans and provides interpretation of the higher education, professional social work education and social work environments for trends, information and resources of value to members; and works with CSWE leadership groups to facilitate their work in service to the Council. The VPE contributes strategic leadership to CSWE in planning and resource development and represents the Council in relationship building with external organizations that complement and support the mission and vision of the organization.

This role also provides guidance and strategic leadership for the Division of Education, which includes the Departments of Educational Initiatives and Research, the Minority Fellowship Program, and the Diversity Center. The VPE will also assume responsibility for leadership development initiatives (such as the Program Director Academy). In addition, the VPE collaborates with external partners to develop interprofessional resources on well-being and team-based service delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Member Development – plan, implement and evaluate membership development programming with specific attention to leadership development, interprofessional education and new membership development.
- Instructional Resource Development – identify resources to advance members' abilities to increase quality and improve efficiency in social work education and build partnerships to deliver programs and services.
- Leadership Responsibilities – serve as chief academic officer for the Council and represents the President and CEO internally and externally, and as a member of the Executive Leadership Team; provides mentoring and coaching to staff and leadership on various staff teams; promotes CSWE through publications and presentations as requested; provides communications including preparing reports for committees, CSWE Board and CSWE members as requested.
- Operational Management of the Division of Education – oversees the development, implementation, and subsequent amendments and adjustments to the divisional operating and capital budgets; directs division efforts to continuously improve customer service and identify operational efficiencies; coordinates staff evaluations and makes recommendations to support performance-based engagement; analyze and recommend staff support for assigned committees.

OTHER DUTIES:

- Other assignments at the direction of the President and CEO; special projects – e.g., research, concept papers, etc. in collaboration with volunteers and/or relevant CSWE staff.

QUALIFICATIONS, KNOWLEDGE, SKILLS

- Demonstrated thought leadership in higher education and social work education.
- Keeps current on new models of teaching, learning and assessment of programmatic and student learning outcomes.
- Evidence of ability to conceptualize and implement new ideas and initiatives.
- Evidence of increasingly responsible, substantive experience as a manager of people, processes, and budgets.
- Strong business and financial acumen and experience.
- Experience working with and enhancing the engagement and effectiveness of volunteers.
- Ability to work collaborate, coordinate and direct goals and manage outcomes for the Division of Education in the implementation of the strategic plan.
- Knowledge of information management and institutional research to support Department of Educational Initiatives and Research.
- Knowledge of analytical analysis and techniques using business objects that is appropriate to educational research, including higher education administration, social sciences, research/statistics, or business.
- Ability to interpret and apply rules, regulations, policies and procedures, in order to make effective decisions.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS

- A doctorate in social work or a closely related field
- Demonstrated understanding of social work education, professional education and higher education
- Evidence of increasingly responsible, substantive experience as a manager of people, processes, and budgets in a complex organization
- Ability to synthesize diverse information and multiple points of view
- Ability to interpret and apply rules, regulations, policies and procedures, in order to make effective decisions
- Excellent employee and supervisory relations skills and experience building quality teams
- Excellent interpersonal skills, including conflict management competency
- Substantial writing and speaking skills
- Detail-oriented with excellent organizational and follow-through skills and ability to handle multiple projects simultaneously
- Demonstrated skills and experience in building and maintaining relationships with CSWE stakeholders
- Must be technologically competent to include advanced functions in applicable software applications and have proficiency in MS Office and online accreditation management systems
- Ability to travel within the United States and internationally
- Office is located in Alexandria, Virginia and residency in or relocation to area is required

OTHER CHARACTERISTICS DESIRED

- Impeccable ethics and a track record demonstrating the highest personal integrity.
- Strong attention to detail and follow through.
- Excellent employee relations skills that have built powerful teams.
- A flair for innovation and creativity.
- A genuine passion for higher education and its role in transforming individuals and communities.
- Openness to change.

ADA SPECIFICATIONS (Physical demands that must be met in order to successfully complete the essential functions of the job)

To be qualified, an individual must have the requisite skills, experience and education for the job and must also be able to perform the essential functions of the job, with or without reasonable accommodation. The Council on Social Work Education provides reasonable accommodations to applicants upon request.

Application Instructions:

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Vice President of Education

Job Description

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- Please email your resume, cover letter and salary requirements to jobs@cswe.org
 - When submitting your application via email, please title the subject line “CSWE Vice President of Education”
 - Please title all attachments using the following format: “last name, first initial _ document name CSWE” (ex. Doe, J _Resume CSWE or Doe, J _Cover Letter CSWE)
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