

College of Health and Human Services  
Indiana University Northwest  
Division of Social Work  
Job Ad: Associate Professor or Professor,  
with additional title of Division Director of Social Work (Northwest Campus)

The Director of the Division of Social Work (Northwest Campus) is a 12-month faculty administrative position with oversight over the MSW and BSW programs on the Indiana University Northwest campus. The Director provides collaborative leadership and administrative coordination, including recruitment, advisement, and support of students matriculating on the Northwest campus, and recruitment and support of faculty for the programs. The Director will also have teaching responsibilities which could include face-to-face courses, online delivery, and field liaison responsibility. The Director will also participate in service activities such as the Indiana University School of Social Work (IUSSW) curriculum committee (MSW or BSW) and other relevant schools, campus, university, or community committees or groups as required. The Director has a record of scholarly and professional accomplishment to qualify for appointment at the rank of associate professor (or professor) with tenure in the IUSSW who reports dually to the Dean of the IUSSW and the Dean of the College of Health and Human Services on the Northwest campus.

**Responsibilities include:**

Personnel Management

- Determine need, initiate requests, and recommend employment of academic personnel, staff personnel, and student personnel for the efficient and effective functioning of the MSW and BSW programs on the Northwest campus.
- Train, supervise, and evaluate all staff providing support to the MSW and BSW programs.
- Collaborate with the Dean of the College of Health and Human Services in designing job responsibilities, training, supervising, and evaluating all faculty equivalent academic specialists and other designated administrative faculty in the division.

Curriculum

- Assure that the curriculum is reviewed periodically. Such a review should include compliance with CSWE educational policy and accreditation standards. The Division Director will identify possible problem areas in the curriculum and call them to the attention of the appropriate person or group.
- Monitor course syllabi for consistency across multiple sections of the same course.
- Provide leadership for MSW and BSW students and program assessment.
- Provide administrative oversight of advising functions for MSW and BSW students at the Northwest campus, including student orientation.

- Provide administrative oversight of the field education functions for MSW and BSW students. Identify issues related to the field curriculum and field placement that need to be reviewed by the IUSSWK MSW Committee and/or Field Coordinator.
- Participate in regular meetings with other IU Division Directors to ensure comparability of the MSW and BSW curriculum and courses, student and program assessment, advising functions, and field education functions across all program sites.

### Instructional Management

- Collaborate with the Dean of the College of Health and Human Services (CHHS) or identified alternate in making course assignments for full-time and part-time faculty.
- Identify and qualify part-time faculty for specific MSW and BSW course offerings.
- Identify instructional mentoring needs of new full-time and part-time faculty.
- Resolve situations involving faculty illness and other circumstances that keep faculty out of the classroom for prolonged periods.
- Identify the appropriate mix of in-person, hybrid, online and other alternative methods of course delivery and provide ongoing evaluation of the efficacy of each.
- Monitor student enrollments in the MSW and BSW programs and in individual courses and make recommendations for course cancellations, additions, or changes in necessary faculty to deliver the curriculum.

### Student Issues Management

- Provide the first line of administrative response to student complaints, grievances, or grade appeals at the Northwest campus, and respond according to policies set by the IUSSWK, CHHS, and NW campus.
- Provide mentoring to faculty in resolving student issues in the classroom.

### Related Management Functions

- Recommend to the Dean of the College of Health and Human Services resource allocations (funds and/or personnel) as they relate to the Division.
- Develop public information for on/off campus dissemination in collaboration with the IUSSWK and IU Northwest Public Relations.
- Maintain awareness of local, state, and federal trends for use in forecasting programs and curricular needs.
- Assist program faculty in identifying and developing grants that benefit the curriculum.
- Serve on IUSSWK, CHHS, and NW campus committees as assigned.
- Participate in the CSWE APM and other national and regional conferences and networks that impact effective leadership of the Division.
- Other duties as need arises.

## Related Instructional and Research Functions

- Teach one MSW course in each calendar year or provide an equivalent level of instructional service as a field liaison to MSW students.
- Maintain a research and scholarship agenda.

## Required Qualifications

- Master of Social Work degree from an accredited social work program.
- Two years (or more) of post MSW practice experience.
- Three years (or more) of experience in a social work education setting.

## Preferred Qualifications

- Doctoral degree in social work or a related field experience with CSWE accreditation standards.
- Demonstrated success in public relations.
- Demonstrated excellence in written and oral communication skills.
- Demonstrated skills in curriculum development.
- Demonstrated skills in academic program monitoring and evaluation.
- Experience working with diverse populations.

## **ABOUT INDIANA UNIVERSITY NORTHWEST**

One of seven campuses of Indiana University, IU Northwest is located in metropolitan Northwest Indiana, approximately 30 miles southeast of Chicago and 10 miles from the Indiana Dunes National Park. The campus has a diverse student population of approximately 3,500 degree-seeking students and 1,800 dual-credit students and has been recognized by the Department of Education as a minority and Hispanic serving institution. The campus offers Associate, Baccalaureate, and Master's degrees from the College of Arts and Sciences, the College of Health and Human Services, the School of Business and Economics, the School of the Arts, and the School of Education. The campus is also host to IU School of Medicine-Northwest-Gary, the region's only four-year medical doctorate program. As a student-centered campus, IU Northwest is committed to academic excellence characterized by a love of ideas and achievement in learning, discovery, creativity, research, and community engagement. Indiana University Northwest is an equal opportunity/affirmative action employer committed to achieving excellence through diversity. The University actively encourages applications from women, minorities, veterans, persons with disabilities, and members of other underrepresented groups.

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity,

color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status.

Questions regarding the position or application process can be directed to Vesna Balac, EDD, Assistant Professor, 3400 Broadway, Gary, IN 46408, (219) 980-6540, [vbalach@iun.edu](mailto:vbalach@iun.edu)

Salary is commensurate with experience and education.

Interested candidates should review and complete the online application that requires uploading; 1) Curriculum vitae; 2) Letter of application; 3) Statements on research and teaching philosophy; and 4) List of references with contact information to include mailing address, e-mail address, and telephone numbers at <https://indiana.peopleadmin.com/postings/23153>

**For best consideration, review of applications begins April 19, 2024.**

**The search will remain open until the position is filled.**