

Program Manager – Rutgers University School of Social Work, Institute for Families,
Continuing Education and Professional Development Department

Position Summary:

Under the supervision of the Associate Director of Continuing Education and Professional Development, this position will oversee the day-to-day administration of the Off Campus Professional Credit program including program planning, preparation, evaluation, communications, events, records, statistics, documents, reporting and contract administration for satellite locations/class offerings. This supervisory position will also be responsible for management of program coordinator, budget and marketing.

In collaboration with the Associate Dean of Academic Affairs, this position will interview and hire Adjunct Faculty to teach in the program each semester. Individual will also develop program calendar per semester, manage the production and distribution of program brochure; develop and deliver program effectiveness evaluations; use innovative and creative ways to identify and track competitive market places for program placement and increase program offerings and enrollment; develop and maintain effective relationships with various public and private institutions and agencies to assist with meeting program needs.

In addition to the managerial role, this position will also serve as a non-tenure track instructor at the School of Social Work and will be required to teach one academic class per year. This position will also manage the development of the clinical course offerings for Continuing Education and be the central coordinator for the advisory councils that assist with the course offerings.

Knowledge and Experience:

Requires a Master of Social Work (MSW) degree from an accredited college or university. Requires three to five years post MSW experience in a clinical, business or academic setting. Required to be a New Jersey Licensed Clinical Social Worker (LCSW) in good standing or be eligible to sit for the New Jersey LCSW exam and successfully pass the exam. Two years relevant experience in program management/coordination or in an administrative function that includes coordination of work and management of employees. Requires good communication skills, computer literacy and the ability to present to executive levels of management. Must be innovative, able to implement creative techniques to address any programmatic issues and willing to work successfully in a fast paced environment.

To apply for this position, please submit your resume, salary history and requirements to Sabrina DeCoo at sdecoo@rci.rutgers.edu or

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