

# CARLETON UNIVERSITY

## POSITION DESCRIPTION

<b>PART A</b>	<b>OFFICE USE ONLY</b>	
<b>Employee Name:</b>	1. Title:	
<b>Title of Immediate Supervisor:</b> <b>School Administrator</b>	2. Position No: 299539	
<b>Position Title:</b> <b>Practicum Administrator</b>	3. Level: 07	
<b>Department:</b> <b>School of Social Work</b>	4. Evaluated by:	Date:
	5. Approved by:	Date:

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### **PART B**

#### **Position Summary**

Performs duties under the supervision of the School Administrator, the Practicum Administrator works in close collaboration and under the guidance of the BSW and MSW Practicum Coordinators. The Practicum Administrator is primarily responsible for practicum administration, practicum financial administration and general administration for the School including maintaining the website of the School and its social media accounts, assisting with the School's accreditation processes and acting for the Undergraduate Administrator in his/her absence.

Practicum administration includes: communications with students, faculty and community partners about practicums; collection of applications and insurance forms; maintenance of electronic student records regarding the practicum; confirmation of student completion of requirements for registration with the Ontario College of Social Workers and Social Service Workers; support to the Field Education Committee; gathering and interpretation of information on the field program; processing contract instructor contracts; planning and scheduling all meetings and events related to the field program; and suggesting program and process enhancements.

### **PART C**

#### **Primary Duties Performed:**

##### **Practicum Administration (50%)**

The Practicum Administrator:

- Communicates information to all eligible students to apply for their practicum in all three terms.
- After checking if a student is eligible to proceed, gives permission to register three terms a year.

- Collects applications, reviews student audits, maintains student electronic records in ORBIS in addition to any needed hard copy documentation and gives overrides to approved students.
- Collects insurance forms from agencies and students, sends forms to the Registrar's Office and provides statistics regarding insurance to Human Resources three times a year.
- Advises Undergraduate and Graduate Administrators and relevant Practicum Coordinators of any conflict of student registration regarding course work and field placement.
- Brings program and process enhancement recommendations to the two coordinators for approval and implementation.
- Collaborates with BSW and MSW Placement Coordinators (re: seminar groups and hiring of contract instructors).
- Effectively communicates with community partners, students and faculty liaisons through a variety of means including phone, e-mail and social media. This includes composing field placement correspondence regarding all sessions and scheduling.
- Administers all pre-placement requirements in collaboration with the Placement Coordinators and on-site key personnel including completing all required paperwork and follow up.
- Plans and schedules all orientations, agency fairs, workshops, appreciation events and meetings related to the field program.
- Confirms student completion of requirements for registration with OCSWSSW (Ontario College of Social Workers and Social Service Workers) and sends appropriate documentation to the College, upon student request.
- Works collaboratively with practicum coordinators to Create and update agency forms each term by requesting and gathering information to distribute to students through ORBIS.
- Acts as a member of the Field Education Committee; takes and distributes minutes. Compiles all necessary materials for the Field Education Committee.
- Gathers and interprets information and statistics regarding field for the Director and the BSW and MSW Practicum Coordinators as required.
- In collaboration with Practicum Coordinators, produces an annual schedule of all field activities and integrates these with School scheduling processes. Books and confirms space requirements accordingly.
- Reviews Undergraduate and Graduate calendar submissions for accuracy related to the Field Practicums.

### **Practicum Financial Responsibilities (20%)**

The Practicum Administrator:

- Has signing authority and processes a variety of financial transactions related to student practicums.
- Enters contract instructor contracts for practicum courses and keeps track of seniority and incumbency.
- As the delegate for contract instructors, enters expense claims in the travel and expense system.
- Tracks expenses related to field against budget and reconciles own pcard.

## **School Administration (20%)**

The Practicum Administrator:

- Is the expert on practicum administration and is responsible for providing information to students, faculty members and agencies regarding BSW and MSW practicum eligibility and placement process requirements, including affiliation agreements and insurance coverages.
- Maintains the SSW website and moderates social media accounts including, but not limited to Facebook, Twitter, Linked In, Instagram, etc.
- Orders supplies for the School through e-shop.
- Works closely with and assists the School Administrator to produce a course schedule/timetable assuring accuracy and avoidance of conflicts.
- Assists with the School's accreditation process.
- Replaces the Undergraduate Administrator in her/his absence.

## **Other Duties and Special Projects (10%)**

- The Practicum Administrator will carry out other duties and special projects for the Director and the BSW and MSW Practicum Coordinators as required.

### **PART D**

**Specification: (to be completed by the supervisor in conjunction with the employee)**

#### **1. Knowledge:**

##### **a) Minimum amount of formal education required:**

The completion of an undergraduate university degree.

##### **b) Minimum amount of relevant work experience required:**

Four years of related experience, three years of which should be in an academic environment. Experience must also include maintaining a website (preferably using WordPress), as well as maintaining social media accounts for a professional organization.

##### **c) Minimum amount and type of continuing study required:**

Remaining current on all University regulations/policies on Undergraduate and Graduate Programs, departmental policies and procedures, including CUPE 4600 (Unit 2) Collective Agreement, the Occupational Health and Safety Act, FIPPA and relevant developments in websites and social media. This can be achieved by studying the policies, agreements and acts as well as attending information sessions or training sessions put on by the university. Must be able to adapt to changing office procedures and technology.

#### **Elaborate on (a) and (b) justifying the amount:**

The Practicum Administrator is the administrative expert regarding the practicum. Provision of accurate and relevant information to students, faculty members and supervisors outside the School is crucial; must have a sound knowledge of the BSW and MSW programs within the School of Social Work, and of the University structure and undergraduate and graduate academic regulations. Excellent written and

interpersonal skills are required. Personal initiative is essential. Reliability and accuracy are critical along with confidentiality. Attention to detail is important for all aspects of the position. Skills in organization, prioritization and time management are important in order to meet deadlines. Being able to work independently and as part of team is required. Must have strong computer skills (Banner, MS Word, Outlook, Excel) to properly administer the duties of this position. Must have strong website maintenance skills and social media skills.

## **2. Complexity of Duties:**

There are a wide range of duties to be performed under the direct supervision of the School Administrator and under the guidance and close collaboration with the BSW and MSW Practicum Coordinators, including: advising students, field coordinators, faculty liaisons, assisting with student job placement, maintaining a variety of records and dealing with contacts (field supervisors and administrators) outside the School. Keeping up with undergraduate and graduate regulations is crucial when relating and exchanging information to students and faculty.

The incumbent must exercise professional judgment, and demonstrate critical thinking in dealing with complications in a field placement and developing and coordinating procedures pertaining to the practicum. The incumbent must demonstrate initiative in recommending new procedures to the BSW and MSW Practicum Coordinators to adapt to the continual changes in the field.

As the contact person for field, professionalism, confidentiality, and discretion and tact is required when dealing with situations related to students in placement. The Practicum Administrator is responsible for the delivery of confidential material to external agencies. As the Practicum Administrator, it is essential to maintain the integrity of the School through the proper administration of placements and help foster relationships with employers from outside agencies. Confidentiality and tact are essential when students are preparing for their placements and when employers are looking for students for work placements. The incumbent maintains close contact with many outside agencies, organizations, hospitals and government offices.

## **3. Accountability:**

The incumbent is the front-line field contact in the School. There is a high level of responsibility and visibility in this position as the primary contact for administering field placements. The potential for making errors in the position is high because of the variety of duties and the importance of personal initiative, judgment, tact and confidentiality in executing these duties. Errors cause real, measurable time and monetary loss due to the nature of the duties. Incomplete or inaccurate information regarding school procedures and deadlines or in field evaluations could cause difficulty both within the university and outside community. Errors in contacts with the field community outside the school could cause ill will and embarrassment to the Field Supervisors, outside organizations, the Director and ultimately the School and University.

**4. Nature and Level of Contact:**

**a) Purpose of contacts:**

Provides and obtains information to and from students, faculty, and field supervisors from outside organizations. Liaises with administrative staff in other departments at the University, external agencies and organizations, the general public, and highly regarded professionals in the field of social work. The information provided to students and prospective students often requires elaboration and explanation of school and university policies. Contact with hospital officials is required to maintain affiliation agreements for placements in hospitals. Contact with outside agencies, organizations and departments is required to provide necessary information regarding placements.

**b) Level (check one) -- regular and continuous only as specified in Part 'C'**

other employees in same work unit or office

the above plus students; faculty in the same work unit; or employees from other department or offices at a similar job level to the incumbent

the above plus the general public, faculty and staff at a more senior level from other departments or staff at equivalent levels outside the university

all the above plus senior University executives and senior officials from government, private industry, other universities, etc.

**5. Supervision/Management Control Exercised:**

a) Describe the type of supervisory/management control exercised. Indicate responsibility for overall direction of a section/department/unit either independently or through subordinate supervisors if applicable.

N/A

**b) Indicate the level of employees directly (not through subordinates) supervised.**

i  primarily support

iii  primarily supervisors of (ii), or managers of section consisting of (i) employees

ii  primarily specialized technical, administrative or journeyman trades

iv  primarily management level

**c) Indicate number directly supervised.**

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**Signed by:**

\_\_\_\_\_  
**Employee**

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**Date**

**Approved by:**

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**Director, School of Social Work**

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**Date**

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**Dean, Faculty of Public Affairs**

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**Date**