

Job Description: Adoption Certificate Program Coordinator
April 18, 2006

The Adoption Certificate Program Coordinator is a 14 month part-time grant-funded position to plan and implement a Post Master's Certificate Program in Post Adoption Services for public and private sector clinicians. The Program will occur on the two campuses of the University of Connecticut in West Hartford and Southern Connecticut State University in New Haven. Duties will include but are not limited to the following:

- Coordination of the Program
- Teach selected curriculum on both campuses
- Facilitate other instructors to teach within the Program
- Review on-line modules
- Coordinate on-line modules
- Assist in curriculum development
- Participate in the creation of a marketing strategy to recruit and clinicians to attend the program
- Assist in the selection of participants
- Oversee capstone project (e.g., final project)
- Report writing
- Attend meetings of the Program's Steering Committee

This position will report to two designated staff on both campuses. The position requires an MSW degree with significant knowledge and skills in the areas of post adoption needs and services. Knowledge of on-line teaching (or a willingness to learn) and experience in teaching adult learners are required. This position also requires good organizational skills and a flexible schedule. Some in state travel is required.

This position will be filled on a consultant basis through a Personal Service Agreement with the Department of Social Work at Southern Connecticut State University. A total of \$21,150 is available with \$1,700 for May and June 2006 and \$19,450 for July 1, 2006 to June 30, 2007. We expect the coordinator to work approximately 423 hours.

Application deadline: May 5 or until position is filled.

Start date: On or before June 1.

Send cover letter and resume to Valerie Dripchak at dripchakv1@southernct.edu
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