

Assistant Dean for Recruitment and Workforce Development
USC Suzanne Dworak-Peck School of Social Work

The Assistant Dean reports directly to the Associate Dean for Academic Affairs and oversees all recruitment and workforce development activities at the USC Suzanne Dworak-Peck School of Social Work, thereby ensuring consistency across, and demonstrable integration of programs. This appointment as Assistant Dean for Recruitment and Workforce Development represents a 75% -time administrative position. The Assistant Dean for Recruitment and Workforce Development provides vision and leadership in all areas of recruitment for programs of life-long learning such as academic programming, graduate certificates, and professional development

Supervision and Connections:

The Assistant Dean for Recruitment and Workforce Development oversees staff from the Recruitment Office and other staff who are supported by external funding to operate workforce development initiatives, including those that award stipends and scholarships. The Assistant Dean collaborates with the Office of Academic Operations and Strategic Development and the Office of Student Affairs both under the Associate Dean for Academic Affairs

The Assistant Dean for Recruitment and Workforce Development works with the Directors of the PhD/DSW, MSW, and MSN programs on matters and processes related to recruitment and workforce development, revision, and implementation in their programs.

Specific duties and responsibilities as Assistant Dean include, but are not limited to, the following:

- Leads programmatic assignments of full-time and adjunct faculty, and provides administrative supervision of staff who operate workforce development initiatives, many that provide stipends and scholarships to students who commit to pursue a career in a specific field of practice and/or with a population.
- Leads, oversees and implements contractual workforce development programs by:
 - Designing and implementing policies and procedures that focus on student recruitment, screening and selection, tracking, job placement and retention support, and agency liaison activities.
 - Developing policies and procedures that integrate requirements of each program within the school's curriculum, student support, registration, professional development, and advising infrastructure.
 - Overseeing programmatic accountability through evaluation of curriculum and other aspects of each program.
 - Collaborating with school's faculty, agency representatives, and other stakeholders to develop and oversee appropriate practicum placements and learning experiences for students receiving a workforce development stipend and/or scholarship.
 - Overseeing budget development, financial management, and reporting to external funders.
 - Exploring funding and programmatic opportunities to expand workforce development, including training contracts.
 - Operating as a liaison with CalSWEC at UC Berkeley
 - Operating as a liaison/representative with Los Angeles County's:

- DCFS, DMH, and Department of Probation
 - Operating as a liaison/representative with university partners, including with the local social programs, on matters related to workforce development and stipend programs.
 - Functioning as principal investigator, project coordinator or another administrative role of the workforce development programs.
 - Operating as a liaison with school's administration and department leadership to coordinate and expand workforce development, stipend, and training programs.
 - Supervises staff who provide support to the workforce development and stipend programs.
- Oversees, implements and maintains the overarching structures for recruitment of students and participants for all school programming, except PhD.
- Keeps the Associate Dean for Academic Affairs informed on a timely basis of all emergent issues.
- Performs additional tasks and responsibilities as may be assigned by the Associate Dean for Academic Affairs.

