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<b>Job Title</b>	Professional Development Counselor
<b>PVN ID</b>	HC-2406-006291
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	Social Work
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$78,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 04, 2024 (Or Until Filled)

## General Description

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Hunter College's - Silberman School of Social Work (SSSW), in collaboration with the New York City Department of Health and Mental Hygiene (DOHMH), invites qualified applicants to apply to serve as a full-time (35 hours weekly) Professional Development Counselor for students enrolled in the Masters of Social Work (MSW) - One Year Residency Program (OYR) at SSSW. This position is nested within a small grant-funded program between SSSW and the DOHMH titled the DOHMH-Mental Health Scholarship Program. Our team of four, Director, two professional development counselors, and a program coordinator, support forty Mental Health Scholarship Program Scholars each year. This position is primarily a remote position, however, there are college-required and team-related events for which in-person attendance is required.

Professional Development Counselors conduct academic and field advisement as part of MSW students' educational experience. The PDC will provide consistent, ongoing guidance and support to a cohort of twenty students to ensure their successful academic experience and graduation.

**EARLIEST START DATE IS JULY 15, 2024**

## Other Duties

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1. Individual and group academic advisement, keeping abreast of students' academic achievement through regular contact with classroom instructors, arranging for writing workshops, tutoring and special projects; conduct agency field visits;
2. High level of social media experience; assist in producing professional development trainings pertinent to the NYC DOHMH areas of interests;
3. Liaison and advocate with administrators at SSSW and DOHMH;
4. Consult and act as direct liaison with students' agencies of employment, field instructors and help develop work study Field Contract/Agreements for student internships;
5. Review student process recordings, field evaluations, field grades; conduct graduate degree audits;

6. Involvement with application process and selection of scholarship candidates;
7. Submit semester student progress reports and academic Levels of Service.
8. Attend weekly team meetings, monthly faculty staff meetings and all other program specific meetings.
9. Other duties as assigned

## Qualifications

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1. MSW Degree
2. Minimum of three years post-MSW practice experience in mental health
3. Seminar in Field Instruction (SIFI) Certification
4. Basic research data collection and analysis skills for student assessments
5. Experience with social media platforms
6. Excellent written and verbal communication skills
7. Flexible, high energy worker, self-directed, highly organized
8. Familiarity with New York City's mental health system
9. Academic experience is a plus