POSITION VACANCY ANNOUNCEMENT
MSW Senior Advisor
Department of Social Work

MINIMUM QUALIFICATIONS
• Master’s degree in social work or related field;
• Minimum of 4 years of advising, administrative, and/or counseling experience

PREFERED QUALIFICATIONS
• Preference for candidates with a Master’s in Social Work degree
• Preference for administrative or supervisory experience
• Strong written and verbal communication skills
• Familiarity with university technologies and databases
• Demonstrated capacity to learn and utilize new technologies
• Knowledge of social work degree requirements
• Knowledge of social work field and various career tracks

PRINCIPAL DUTIES
The Senior Advisor position is a non-teaching academic staff position in the Helen Bader School of Social Welfare at UW-Milwaukee. The position is in Student Services and serves as an advisor in the MSW program. Primary responsibilities for this position involve MSW admissions, recruitment, student services and advising. We receive over 300 applications every year for the MSW program and this individual interacts with applicants, faculty, and the Graduate School throughout the application process. Recruitment involves responding to inquiries, conducting group “information sessions” for potential applicants, and creating informational marketing materials. Student advising occurs through both group and individual sessions, and involves effective communication skills and a clear understanding of the curricular requirements of the MSW program and related certificates. Additional tasks include creating statistical and data reports; working with the Department on enrollment issues, course sequencing, and waiting lists; familiarity with applicable state certification requirements; managing large numbers of email and phone inquiries and competing demands on one’s time. The successful applicant needs to be able to interact professionally with students, faculty, and staff both inside and outside the University. The position does require some flexibility for scheduling including occasional evenings and weekend time.

Milwaukee is a city rich with diversity and offers social work students excellent educational and field opportunities to serve at-risk individuals, families and groups who possess unique strengths while experiencing a variety of human needs.

Reports to the Director of Student Services and the MSW Coordinator.

APPOINTMENT TYPE: Full-time, 12-month, non-teaching academic staff
**SALARY:** Negotiable depending on qualifications

**ANTICIPATED START DATE:** Preference for starting in Fall 2016.

The University of Wisconsin-Milwaukee is an AA/EEO employer. For the UWM Campus Security Report, please see www.clerнятиct.uwm.edu or call the Office of Student Life at 414-229-4632 for a paper copy. Employment will require a criminal background check.

For this position, applicants are required to apply online at http://jobs.uwm.edu/postings/25219. UWM will not consider paper, emailed or faxed applications. Additionally, applicants must complete all required fields and attach any required documents. The process is complete when the message “Your application has been submitted” is displayed and you receive a confirmation number. It is the policy of UWM to provide reasonable accommodations to qualified individuals with disabilities who are applicants for employment. If you need assistance, or accommodation in applying because of a disability, please contact uwm-jobs@uwm.edu or 414-229-4463. Employment opportunities will not be denied because of the need to make reasonable accommodations for a qualified individual’s disability.