

Director of Practicum Education, School of Social Work
University at Buffalo

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Posted Aug. 11, 2025, set to expire Aug. 4, 2026

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| Job Title | Director of Practicum Education, School of Social Work |
| Department | |
| Institution | University at Buffalo Buffalo, New York |
| Date Posted | Aug. 11, 2025 |
| Application Deadline | 08/08/2026 |
| Position Start Date | Available immediately |
| Job Categories | Director/Manager |
| Academic Field(s) | Social Work |
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Job Description

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Director of Practicum Education, School of Social Work

Position Information

Position Title: Director of Practicum Education, School of Social Work

Department: School of Social Work

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58293>

Posting Detail Information

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Position Summary

The [School of Social Work](#) at UB seeks a candidate to fill the position of **Director of Practicum Education**. This role provides leadership, oversight, and management of practicum education curriculum in order to ensure the successful preparation of diverse graduates for social work practice according to accreditation standards; contributes to research and scholarship to further the profession, and provides leadership for community service.

The key duties include:

1. Initiates the identification and development of new practicum sites, and the review of existing sites as needed, including but not limited to those in nonprofit and public agencies, the UB Gateway Center and other UB departments and schools.
2. Initiates and oversees the identification and development of services to students including but not limited individual learning plans, writing workshops, professional development, and career planning.
3. Oversees the orientation and on-going training for new, continuing and returning practicum educators participating in on and off-campus programs facilitates library privileges and tuition waivers as needed.
4. Oversees the development, review and distribution of practicum education materials, including the Practicum Education Manual, practicum education forms, memos and reporting mechanism to facilitate improved communication for students, faculty, and practicum educators.
5. Oversees the placement and grading of all on-campus and off-campus MSW students in practicum settings, including the assignment of students to faculty liaisons.
6. Chairs meetings for practicum staff/faculty and practicum advisory boards.
7. Ensures that policies and procedures related to practicum education and student services are consistent with UB and School of Social Work policies including but not limited to their review by MSW Program Director, MSW Curriculum Committee, the Associate Dean for Academic Affairs, and the faculty at large.
8. Oversees the planning, coordination, and dissemination of all relevant information for student orientations and Practicum Education events.
9. Works with relevant faculty to coordinate, review, update, and deliver practicum curriculum (e.g., practicum seminars, enhanced curricular focus opportunities).
10. Collaborates with the Assistant Dean for Global Partnerships (ADGP) to on-board students for international practicums at sites developed by the ADGP.
11. Oversees the placement and grading of all on-campus and off-campus MSW students in practicum settings, including the assignment of students to faculty liaisons.

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12. Ensures the development and implementation of individualized practicum education plans for students with disabilities is consistent with the UB Office of Accessibility Resources.
13. Represents the SSW at community meetings and advises the Dean regarding any concerns identified in these meetings that affect the School.
14. Identifies any needed practicum education curriculum issues, in consultation with the MSW Program Director and the MSW Curriculum Committee, so appropriate changes can be developed and presented to the Faculty Council by the MSW Curriculum Committee for adoption.
15. Ensures that faculty liaisons receive the ongoing supervision and support to successfully implement their roles consistent with the policies and values of the School and the practicum education office.
16. Problem-solves key issues that arise with students, field educators, faculty liaisons, and practicum faculty and staff as needed.
17. Review and approve all travel request reimbursement forms related to faculty liaison for on and off-campus programs.
18. Prepares the annual Practicum Education Office Budget for review and approval by the Dean.
19. Participates in cross training, both providing and accepting training in other functions required by the School.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- MSW and LMSW (or eligible)
- Two years MSW practice experience

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- Excellent organizational, management and interpersonal skills, independence, and initiative

Preferred Qualifications

- Experience teaching in a school/department of social work
- Experience as an administrator/ administrative skill set

Physical Demands

Salary Range

Commensurate with experience

Job Type

Full-Time

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Robert Keefe

Contact's Pronouns: He/him/his

Contact's Title: Associate Professor

Contact's Email: rhkeefe@buffalo.edu

Contact's Phone: 585-490-2488

Posting Dates

Posted: 08/08/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University at Buffalo

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