

Pacific Union College

Job Description

Position Title:	Associate Professor of Social Work	Exemption Status:	Hourly
EEO Classification:	Professionals	Job Code:	25-1113
Department:	Social Work	Position ID# 30725ACPRF	
Reports To:	Dean of the School of Science	Wage Scale: V,X,L, or C	
Last Update:	6/1/2026		

JOB SUMMARY

Conducts college or university courses for undergraduate or graduate students by performing the following duties.

STANDARDS FOR PERFORMANCE AND BEHAVIOR

Demonstrates the Cultural Relationship Expectations of Pacific Union College in all activities, to achieve the Mission of Pacific Union College

<u>T</u>eamwork:	A foundational value modeled by an engaged and inclusive community partnering together for the betterment of PUC.
<u>I</u>ntegrity:	A necessary component for cultivating trust and mutual empowerment within our community.
<u>P</u>rofessionalism:	A system of employee boundaries that facilitates an engaged PUC working community which functions in an environment blessed with supportive relationship groups.
<u>S</u>ervice:	A value and action rooted in our spiritual heritage.

ESSENTIAL FUNCTIONS

- Teaches social work classes
- Social Work Program Director or Field Director (depending on qualifications, experience, and institutional needs)
- Serves as Chair of the Department of Psychology and Social Work (depending on qualifications, experience, and institutional needs)
- Evaluates and grades student work
- Assesses course and major student learning outcomes
- Maintains and distributes timely student grade reports
- Plans and updates course materials and methods of instruction
- Keeps regular office hours
- Advises and mentors students on academic and career-related issues
- Adheres to CSWE competencies and accreditation standards and assists with reaccreditation
- Participates in department activities/events; and
- Participates in the campus governance structure

EDUCATION

Master of Social Work (M.S.W.) and 2 years post-M.S.W. practice experience. Doctorate preferred.

QUALIFICATIONS

- Minimum of one (1) year of undergraduate teaching experience
- Administrative experience
- Experience with C.S.W.E. accreditation
- Track record of excellence in social work practice and field experience
- Experience in undergraduate teaching and/or conducting training
- Ability to connect with students and work well with colleagues in a group setting

Physical Demands: Requires sitting, standing, bending and reaching. May need to lift items up to 25 pounds. Requires manual dexterity sufficient to operate standard office equipment.

Job Conditions: Computer use, and speaking, reading, and understanding English. Occasional: working more than 40 hours/week, after-hours and fast-paced work.

Work Environment: Essential tasks are performed under normal office/school conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and employees may be requested to perform job-related tasks other than those specifically outlined in this description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a promise of employment or employment contract of any type.

I, _____ (printed name), acknowledge that I have received, read, and understand the _____ job description, and that I am able to perform the essential duties with or without accommodation. I further understand it is my responsibility to inform my supervisor at any time I am unable to perform the essential functions.

Employee Signature Date

Supervisor's Printed Name

Supervisor's Signature Date