



UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals for the following position:

SCHOOL OF SOCIAL SCIENCES

FACULTY MEMBER – SOCIAL WORK

JOB SUMMARY

The **Faculty Member – Social Work** is responsible for classroom teaching, preparation of course materials, maintaining and improving competence in subjects taught, directing individual and group studies and field research, where applicable reviewing and marking written examination papers, supervising study projects, providing advisement on academic, curricula and career matters, and is involved in peer reviews. The position holder is a member of the Faculty Senate and participates in departmental and university committees. The role of the faculty member involves teaching, research and scholarship, and service. Faculty member participates in team activities in the Department, and contributes to implementing, and maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The incumbent will be expected to engage in professional development activities. The position holder works in accordance with the number of credit hours assigned for the academic year, fulfils the number of stipulated office hours, attends meetings as required, and participates in university events. These responsibilities are expected to be fulfilled within the 40-hour work week. He or she reports to the Chair of the Department.

DUTIES AND RESPONSIBILITIES

Teaching:

- Develops course outline (syllabus) for each class at the beginning of the semester that clearly outlines the course requirements, rationale, goals, and objectives against which progress and achievement can be periodically checked.
- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course.
- Teaches courses in **Social Work** and related fields according to the course outline, standards and outcomes; and creates a learning environment that encourages student involvement and participation, to help them to achieve a sense of personal responsibility and ability to evaluate and critique ideas and academic literature, engage in critical thinking, work in groups, maintain high ideals and standards for personal living, and a high quality of research leading to scholarship.
- Teaches according to the class schedule that may include day, evening, weekend, and distance

classes offered at any approved instructional site.

- Functions as an official academic advisor, guiding students about course, academic sequence and program selections and ensures the successful completion of their degree program.
- Posts and holds office hours weekly as required, in a physical and electronic format (to include virtual office hours) as appropriate and is accessible to student via telephone and email.
- Administers the class attendance regulations as outlined in the current University Bulletin, inclusive of the GATE requirements.
- Be responsible for all classroom guest speakers, films, and programs in collaboration with
- Chair/Dean and see that they meet the ethical and spiritual standards of the University.
- Selects textbooks for courses in counsel with the Departmental Chairperson.
- Maintains academic records for all students enrolled in classes, including grades, and post grades to the AEORION (SMS) by the required deadline date.
- Prepares and administers examinations according to the regulations and guidelines as set by the University.
- Assists students in field research where assigned, according to curricular needs, and supervising student performance using prearranged criteria.
- Arranges in advance, whenever possible, with the Department Chairperson or Dean of the
- School for necessary absences from class appointments, field trips, or other academic activities, and assists in obtaining substitutes.
- Engages in the development of new and creative instructional materials for classes.

Scholarship:

- Maintains a high level of professional efficiency by personal study and progressive schooling, reading, experiment, research and scholarship in **Social Work** and related fields.
- Assists in approved educational experiments, scholarship, and study the effectiveness of the educational program.
- Maintains membership with a professional society; and attends/participates in professional conferences within provision of the University's policy.

Service:

- Assists the Department Chairperson in the application of the objectives, policies, and regulations of the Department and of the University.
- Assists with the departmental assessment efforts and plans.
- Participates in and assists with student recruitment and marketing efforts of the Department.
- Works harmoniously with all colleagues.
- Participates during registration and invigilates for final examinations on the scheduled dates.
- Be concerned with and assists in the spiritual, moral and cultural development of students.
- Serves as sponsor, advisor, counselor, or chaperon of student groups arranged by the Administrative Officers.
- Attends and participates in chapels and other campus life activities such as convocations, vesper services, Sabbath School, church service, graduation exercise, extra-curricular activities and such other regular appointed public functions.
- Attends and participates in faculty meetings, faculty and staff meetings and other duly called meetings of the University.
- Serves creatively on various committees as assigned.

Other:

- Participates in team activities within the School and University.
- Contributes to the implementation, and maintenance of the University's strategic pillars.
- Performs other assigned duties commensurate with the position.

QUALIFICATION AND EXPERIENCE

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A Ph.D. or DSW **in Social Work** from an accredited institution.
- Five to seven years teaching experience at the tertiary level. Three to five years' practice experience.
- Competent in personal computer applications: word processing, spreadsheet, database, email and other relevant applications.
- The successful candidate must demonstrate a record of teaching, scholarship, and service to merit an appointment at the rank of Assistant Professor with tenure.
- Ability to leverage influence with agencies for student practicum placements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of academic policies and procedures.
- Knowledge of health and safety policies and procedures.
- Knowledge of Research Ethics and Research Methods in Social Sciences.
- Must be able to demonstrate subject content knowledge at a level and in a manner that facilitates organization and integration of information, and interpretation and evaluation of ideas. The faculty member must be able to be a critical thinker and problem solver who is a thoughtful and energetic learner capable of critical inquiry.
- Must be able to communicate effectively with students, teachers, administrators, parents, teaching assistants and others as needed, both written and orally.
- Must demonstrate a very high standard of conduct and behaviour in the classroom.
- Must demonstrate the emotional maturity to assess and respond appropriately to the social dynamics of the classroom.
- Must be able to complete assigned tasks in the context of conventional school schedules within the timeframes defined by the Department/School calendar.
- Must be properly prepared to teach on assigned days and meet deadlines which are two elements of practice integral to the teaching profession and necessary conditions for the discharge of duties.
- Demonstrated skills in a variety of educational technologies including learning management systems, curriculum databases, electronic instructional design tools, web-based applications, and graphic design.
- Computer literacy skills in standard Microsoft applications.

OTHER REQUIREMENTS

- Team player
- Personable and highly motivated
- Willingness to become involved in community service in and around the University

Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE DEPARTMENT OF HUMAN RESOURCES
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD & TOBAGO**

Or email us at: hr-recruitment@usc.edu.tt

Applications should be received no later than **September 30, 2025**.

The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.

