



**METROPOLITAN CAMPUS**

**VACANCY**

Date: February 10, 2017

Announcement: 2016-2017-029

Title: **Assistant Professor EXTENSION** Position: **001674**  
 Code: **11003** FLSA: **EXEMPT** Job Category: **Professional (Facultad)**  
 Schedule: **Daytime and Evenings** Department: **School of Social Work**  
**Dean of Education and Professions of Conduct**

**Distinctive features:** Teaching work of responsibility and complexity that consists in transmitting the knowledge following the highest academic standards of the discipline or subject matter offered to students through university level courses. Plan and present course material in accordance with the catalog description. Introduce students to course objectives and requirements through officially established means. To promote and collaborate with the librarians in aspects pertinent to the development of the collections of educational material according to the discipline or subject of specialty or expertise. Administer tests or assessment tools to determine the academic progress of students in each course they teach. Record according to the academic calendar the grades of students for each course offered. Attend other academic, laboratory, research or quasi-administrative assignments, as applicable.

**Minimum requirements:**

- Doctorate in Clinical Social Work or Psychological Intervention from an accredited Institution.
- Knowledge and skills in utilization of technology for teaching online courses using "Blackboard" platform.
- Fully bilingual in English and Spanish
- Two years' experience in mental health or clinical social work.
- Two years' experience in teaching social work at college level including research and publications.

**Minimal competencies:** Mastery of the aspects of the discipline or subject to teach. Keep up-to-date on new developments and strategies for the teaching and teaching process. Possess effective oral and written communication skills. Ability to promote discussion of ideas, critical thinking and intellectual development of students. Demonstrate commitment and willingness to offer academic counseling to students. Preferably mastery in the application of technology to the teaching-learning processes, the offering of distance or hybrid courses and the process of appraisal of programs. Knowledge and mastery over the formulation and drafting of proposals for obtaining external funds. Ability to work in teams and establish effective working relationships. Availability to work in different schedules according to the service needs.

**Applications:** Please file your application for employment, self-identification forms, resume and transcript of credits no more late on **February 24, 2017** in:

**Inter American University of Puerto Rico  
Metropolitan Campus  
Human Resources Office  
PO Box 191293  
San Juan, PR 00919-1293**

- Requests received personally or by mail must be accompanied by the resume, transcript of credits and self-identification forms (Veteran and Person with Disability) available at [www.inter.edu](http://www.inter.edu). Those applications that comply with the evidence of minimum requirements and complete documentation will be considered.
- Applications sent by e-mail or fax are not considered.
- Qualified individuals with a disability who wish to be interviewed may contact the Human Resources Office at 787-250-1912 extension 2211.
- Applicants for this call will be considered for this vacancy only.
- Qualified women are encouraged to apply for this position.

The foregoing information has been formulated to describe the nature and general level of the tasks expected to be performed by the incumbent. It should not be construed as a exhaustive list of duties and responsibilities related to the performance of the functions of the position. The Inter American University of Puerto Rico reserves the right to amend and adjust this document according to institutional needs.

**Equal Employment Opportunity Employer who takes affirmative action on the employment of women, protected veterans and persons with disabilities (M / F / V / H)**