



UB School of Social Work Reaffirmation Project Manager Job Description

The Project Manager for the UBSSW Reaffirmation Project will manage the details of the project's 4 components which are:

1. To conceptualize a trauma-informed, human rights perspective for social work direct and policy practice, exploring core constructs and theoretical frameworks and their application to practice.
2. To develop and implement model curricular modules that integrates the TI-HR perspective in the foundation and advanced year curriculum.
3. To develop and or revise assessment tools for measuring the extent to which organization including the UBSSW, incorporate a TI-HR perspective in their service delivery and organizational culture, and students' TI-HR-related knowledge, self-efficacy, attitudes, behavioral intentions and practice behavior.
4. To establish enhanced field education collaborations focused on integrating a trauma-informed, human rights perspective into social work practice.

The Project Manager is expected to have a Master's degree in social work or a closely related field and a minimum of 2 years of experience in project management. The position assumes responsibility to act independently and in a team environment with other academic professionals.

The Project Manager will have a wide range of responsibilities which include but are not limited to:

- Supporting and assisting the team leaders for each of the project components.
- Managing organizational tasks such as arranging meeting times, space and details to facilitate meetings.
- Editing and evaluating documents that are produced during the project and for the reaffirmation process.
- Participating in the Reaffirmation Project Team Meetings.
- Interacting with key constituents as needed: field educators, agency personnel, students, faculty members
- Managing documents and reporting for the Reaffirmation Project.
- Assisting the PI and Team Leaders in meeting each semester's project timeline tasks in a timely and efficient manner.

This position is temporary, part time (20 hours per week) and will last for 18 months with a salary: of \$20,000. The project manager will report to Deborah Waldrop, LMSW, PhD, Reaffirmation Project PI. Resumes should be accompanied by a cover letter and sent to Deborah Waldrop, UB School of Social Work, 685 Baldy Hall, Buffalo, NY 14260 or by email at dwaldrop@buffalo.edu. No phone calls, please.