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EXPERIENCE

MCJ Consultants
August 2011 to Present
President and CEO
West Chester, PA

Undergraduate Social Work Department
August 2007 to June 2012
Director and Chairperson of the Social Work Department
Full Professor of Social Work
West Chester University of Pennsylvania

Duties included but were not limited to responsibilities related to the university administration faculty, staff, and students; reported directly to the Academic Dean of the College of Business and Public Affairs to develop, adhere to and revise academic programs and policies within the undergraduate social work department. Provided direction and leadership for the undergraduate social work academic area by: (1) Compliance with the standards of accreditation by the Council on Social Work Education, (2) Compliance with the standards of accreditation by the Middle States Association, (3) Developed and maintained the admission policy for the undergraduate social work department, (4) Developed and managed the annual department budget, (5) Recommended faculty and staff for tenure and/or promotion, (6) Supervised the day to day operation of the undergraduate social work department, (7) Taught one to two social work courses each semester, (8) Represented the undergraduate social work department for the university at the national, state, and local levels on all matters related to undergraduate social work education, (9) Pursued philanthropic opportunities including scholarships, grants and fundraising activities for the undergraduate social work department (10) Chaired the undergraduate social work department as outlined by the PASSHE CBA contract. (11) Managed staff as outlined by the AFSCME and SCUPA contracts.