

School of Social Work Organization/Teams

<b>Administrative Team</b>			
	Members	School Director	Anne Hughes
		Associate Directors	Monaca Eaton Angie Kennedy
		Academic Program Directors	Takisha LaShore (MSW) Monaca Eaton (BASW) Hyunkag Cho (PhD)
		Director of Field	Julie Navarre
		Director of Community Programs	Michele Brock
<b>MSW Team</b>			
	Members	Program Director	Takisha LaShore
		Assistant Program Director	Kelly Fornwalt
		Academic Advisors	Jen Scholes Kelly Fornwalt
		Administrative Support	Amanda Cartter
<b>BSW Team</b>			
	Members	Program Director	Monaca Eaton
		Academic Advisor	Jamie Griggs
		Student Support Coordinator	Emily Langhart
		Secretary	Nancy Perkins
<b>PhD Team</b>			
	Members	Director	Hyunkag Cho
		Administrative Support	Amanda Cartter
<b>Field Team</b>			
	Members	Director	Julie Navarre
		Assistant Director	Leisa Fuller
		Coordinators	Nicky Moody (BASW) Leisa Fuller (East Lansing) Caitlin Rogell-Jones (Statewide blended, OCL, weekend, Advocacy Scholars) Cheryl Williams-Hecksel (EBTTC) Julie Navarre (CVC)
		Field Office Coordinator	Heather Sattazhan
<b>Community Programs</b>			
	Members	Director	Michele Brock

		Program Directors/Coordinators	Joe Kozakiewicz (Chance at Childhood (CAC))
			Gina Gembel (Continuing Education (CE))
			Chiquita Whittington (FAME)
			Beth Lindley (Kinship Care)
		Attorney (CAC)	Delanie Pope
		Coordinator (CAC)	Jen Benway
		Events Specialist (CE)	Gina Van Horn
		Mentor Specialist (FAME)	Ashley Hayden
		Navigator (Kinship)	
		Case Manager (Kinship)	Nicole English
		Legal Advocate (Kinship)	Jon Carey
		Project Administrator (Kinship)	Luginua Srygly
Administrative Services			
	Members	Business Manager	Nancy Gray
		Unit HR Coordinator	Aubree Montie
		Financial Document Processor	Nancy Perkins
		Computer/IT Support	Chris Sibley
		Executive Secretary to the Director	TBD

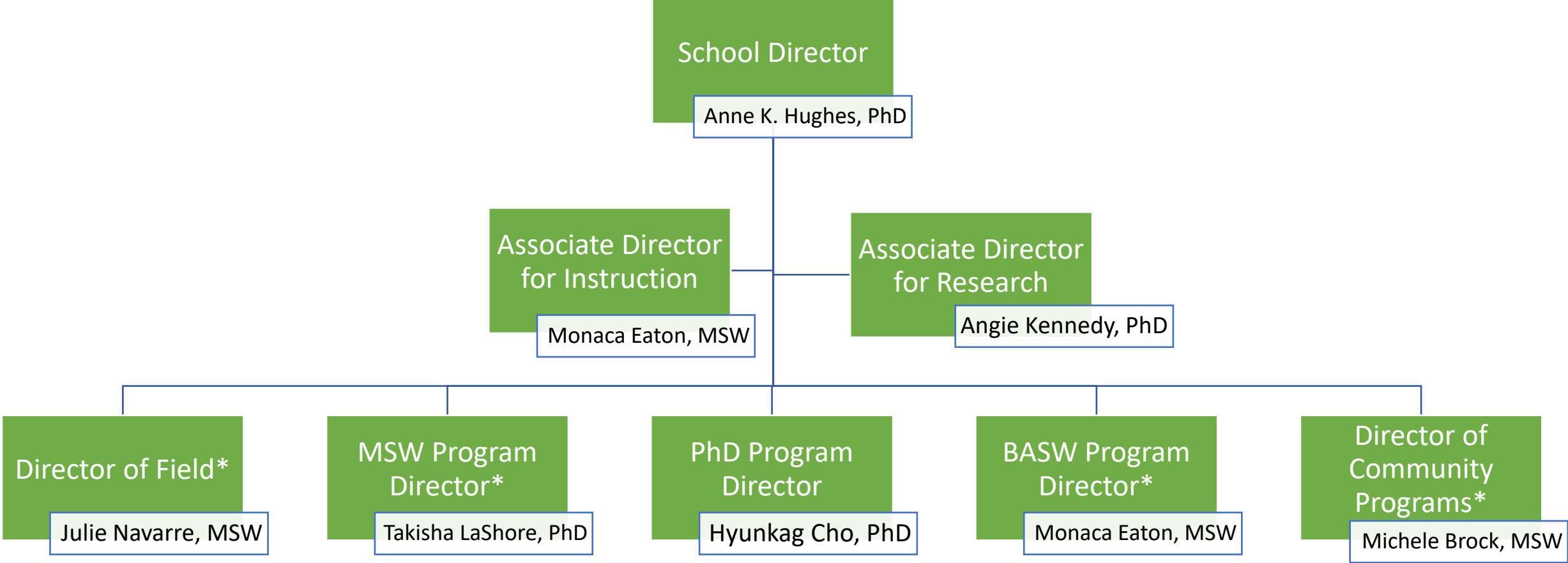
Updated 7.5.24

# Organizational Charts

MSU School of Social Work

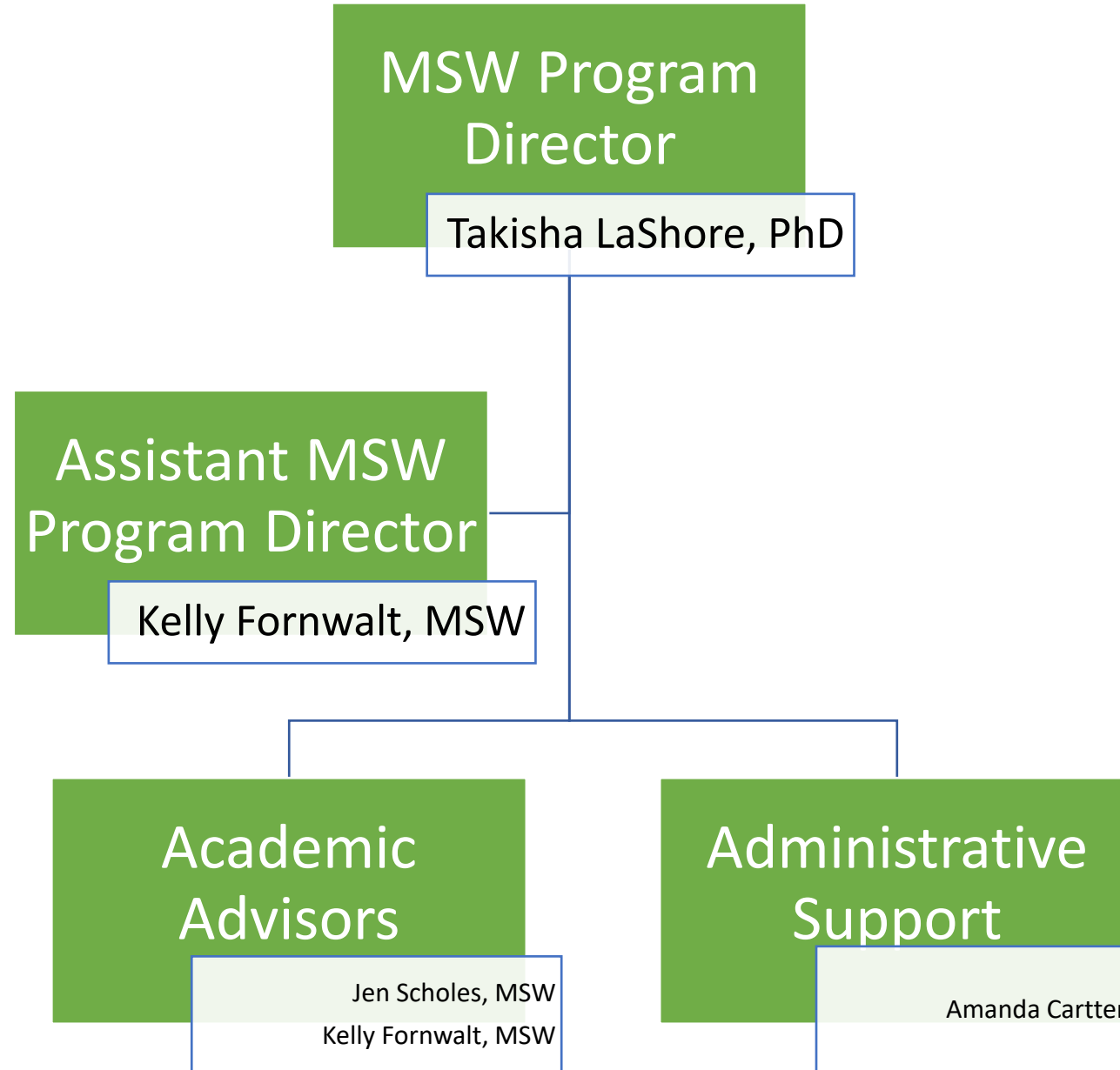
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Michigan State University School of Social Work Administrative Team

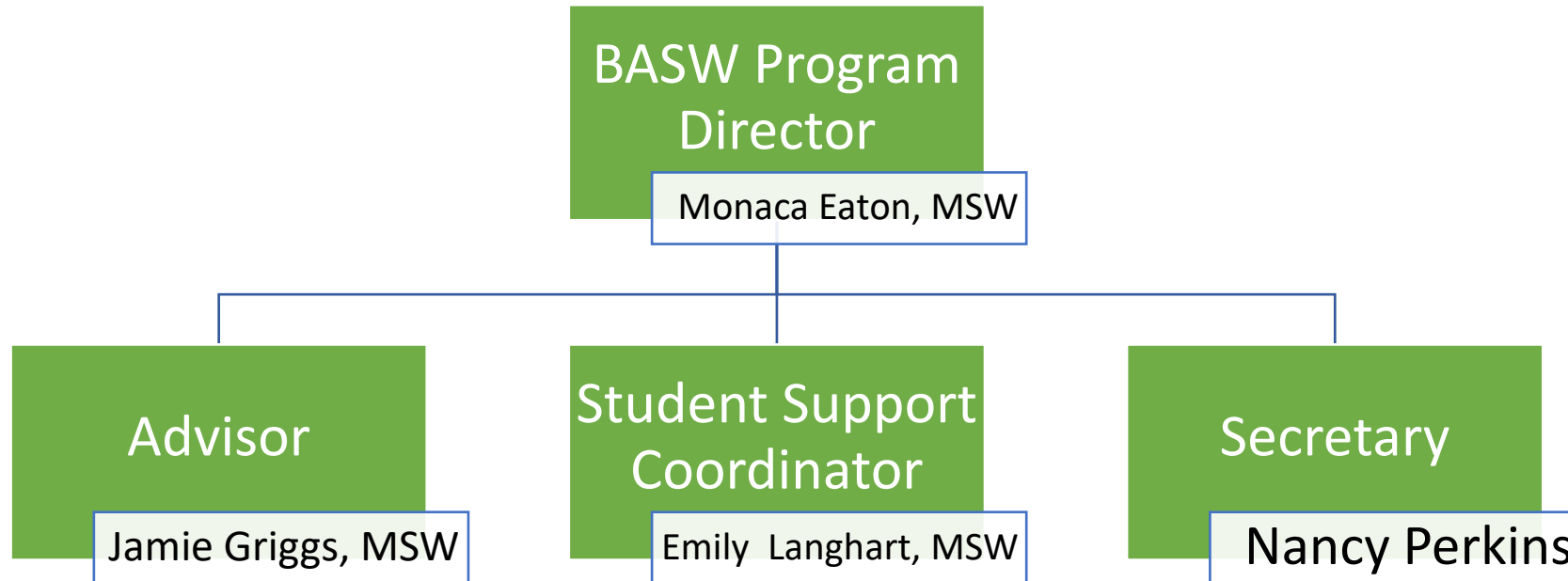


\* See team organization chart for detail

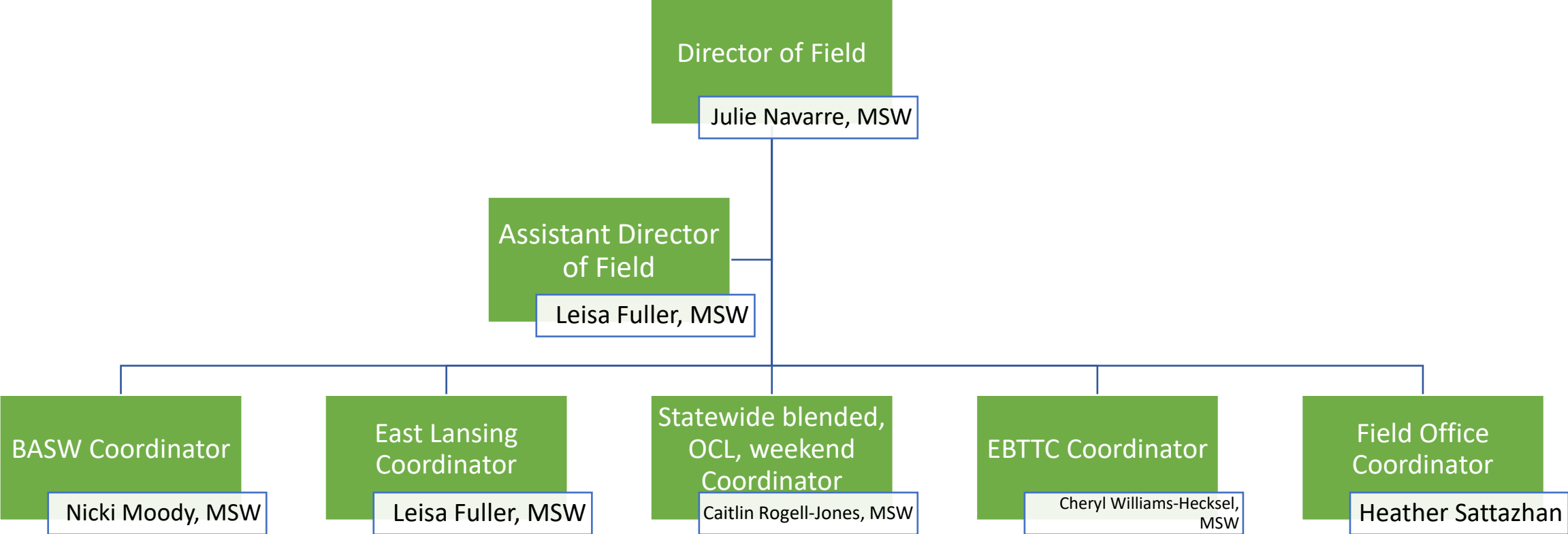
MSU School of Social Work MSW Program Team



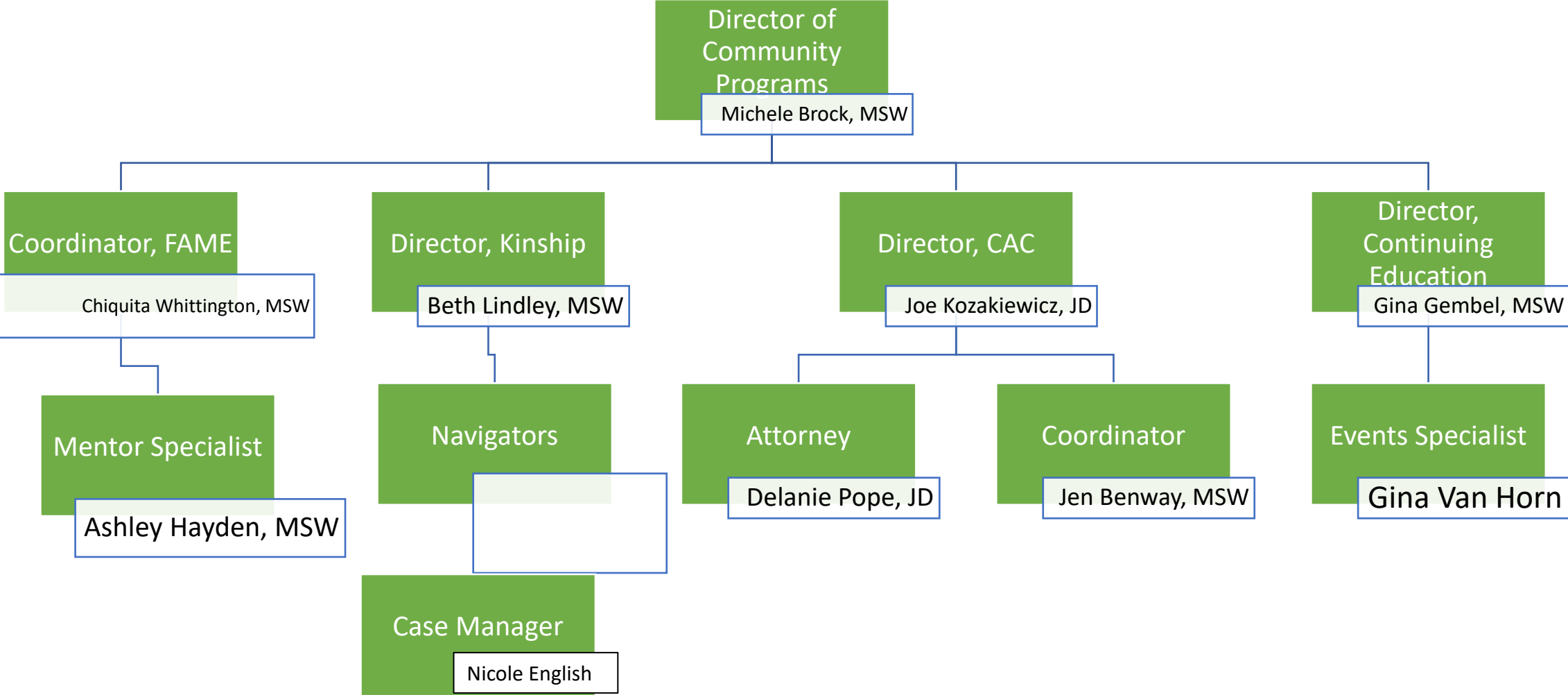
MSU School of Social Work BASW Program Team



MSU School of Social Work Field Team



# MSU School of Social Work Community Programs





# Administrative Support- School of Social Work

- Nancy Gray- Business Manager (Supervisor)
  - Unit HR Coordinator- Aubrie Montie
  - Financial Document Processor- Nancy Perkins
  - Computer/IT Support- Chris Sibley
- Nancy Gray also supervises all other administrative support staff and secretaries
- Communications Manager- Brandon Drain (supervised by College Communications)

## **MSW Team**

### **Role and (Supervisor)**

- Takisha LaShore- Director (Anne Hughes)
- Kelly Fornwalt- Assistant Director (Takisha LaShore)
- Jen Scholes- Advisor (Kelly Fornwalt)
- Amanda Cartter- Administrative Support (Nancy Gray)

## **Job Responsibilities:**

### **Program Director**

- Overall responsibilities for program operations, evaluation, and development to ensure appropriate recruitment and marketing, admissions, student academic progress, inclusion, preparation for professional practice, and alumni relations.

### **Assistant Director**

- Oversee day-to-day operations (e.g., off-campus relationships/coordination, course scheduling with AD, emerging student issues, admissions process, supervise advisors)
- Recruitment – oversee site specific info sessions, participate in development of recruitment materials
- Oversee certificate programs

### **Advisor**

- Advise students – plans of study, assess support needs, referrals to university supports and services, assess and advise on progress to degree
- Advise prospective students particularly related to program option specific inquiries
- Serve on Admissions Committee
- Staff program option specific events/info sessions
- Coverage of other recruitment events as needed
- Participate in development and implementation of orientations
- Participate in development of recruitment materials

### **Recruitment Specialist (Unfilled currently)**

- Primary responsibility for scheduling and staffing recruitment and other events (e.g., CSWE, etc)
- Respond to MSW prospective student inquiries
- Advise MSW prospective students in completion of applications
- Develop/maintain agency and community contacts throughout state – provide marketing materials, info sessions
- Develop/maintain alumni contacts throughout the state in relation to recruitment efforts
- Participate in development of MSW recruitment materials
- Develop/maintain alumni contacts throughout state in relationship to recruitment
- Support BASW and PhD recruitment as needed

### **Administrative Support**

- Coordinate/process admissions, final graduate certifications, respond to current and prospective student inquiries and questions, support day-to-day operations and program development as needed

## **BASW Team**

### **Role and (Supervisor)**

Monaca Eaton – Director (Anne Hughes)

Jamie Griggs– Academic Advisor (Monaca Eaton)

Emily Langhart – Student Support Coordinator (Monaca Eaton)

Nancy Perkins – Secretary (Nancy Gray)

## **Job Responsibilities:**

### **Program Director**

- Manage the day to day administration of the BASW program
- Develop and implement policies and procedures to keep program aligned with APUE, MSU, CSWE requirements
- Conduct degree audits, degree updates, and degree conferrals
- Create and maintain outreach, advising, and promotional materials, check sheets, and guides
- Supervise advisor and student support coordinator
- Inform proactive advising and program with data analytics
- Conduct individual supervision, group supervision, professional development and training for BASW program
- Oversee BASW Admissions
- Serve as an admissions officer for Transfer Admissions
- Recruitment and Outreach, creation and maintenance of resources for students
- Meet with students as requested
- Conduct ASSR/PRR
- SFSW Governance Board
- Conduct student reviews, ASSR, PRR
- Support Flint Community Initiative and SSW Study Abroad
- Manage academic courses for BASW program
- Transfer student recruitment and outreach
- Administer Certificate Programs
- Oversee JR, SR, and Freshman orientation programs
- Attend College, University, and School commencement activities

### **Academic Advisor**

- Academic schedule planning and plans of study
- EASE Reports, Academic Support and Outreach
- Degree Checks
- Academic advising
- Weekly BASW newsletter
- Major Exploration
- Student Recruitment
- Participate in BASW Admissions process and review
- Support student groups
- Refer students to appropriate School, College, and University resources

- Participate in BASW Practice Sequence and EDIC
- Collaborate with Student Support Coordinator to develop supportive programming for students
- Attend ASSR and PRR as needed
- Faculty Advisor for SW Students of Color Community
- New Student Orientation
- Transfer Student Orientation
- Attend CSS Academic Advisor Monthly Meetings
- Attend College, University, and School commencement activities
- Manage day of student support for spring CSS commencement
- Teach 2 courses as assigned by the Associate Director

### **Student Support Coordinator**

- Professional Development Advising including career support, resumes, writing, graduate school applications, personal statements, cover letters, interview skills, post-graduation goals, and plans
- New student recruitment
- Connect BASW students to School, College, University initiatives
- Assist students with BASW Application, including individual and group sessions
- Track student interests and professional development needs to create programming
- Plan professional development events for BASW students
- Seek out and develop partnerships to recruit social work students
- Social media and student outreach, flyers, and content creation
- Faculty Advisor for Student Basic Needs Awareness Group
- Plan and implement Jr and SR orientations
- Attend monthly Career Services Network Meetings and CSS Advisor Meetings
- Support Academic Advisor with Orientations and Outreach as needed
- Teach 2 courses as assigned by the Associate Director

### **Administrative Support**

- Answer main phone and email
- Process overrides
- Faculty Book orders
- Process admissions material
- Compile admissions list
- Check course lists, administrative drops and adds

## **Field Team**

### **Role and (Supervisor)**

Julie Navarre- Director of Field Education, Field Coordinator for Combat Veteran Certificate (Anne Hughes)

Leisa Fuller-Assistant Director of Field Education and MSW East Lansing Field Coordinator, (Julie Navarre)

Nicki Moody- Field Coordinator for BASW Program (Julie Navarre)

Caitlin Rogell-Jones, Field Coordinator Statewide Blended, Weekend, OCL and Advocacy Scholars (Julie Navarre)

Cheryl Williams-Hecksel, Field Coordinator EBTT Certificate (Julie Navarre)

Heather Sattazhan- Field Office Coordinator (Nancy Gray)

### **Job Responsibilities:**

#### **Director of Field Education**

Administrative responsibility for the Field Education Office under the supervision of the Director of the School for planning, implementing, and evaluating all aspects of the field education experience across the MSW and BASW programs. This includes assessing, selecting affiliated agencies; orientation of constituents; monitoring placement issues; and problem-solving issues. Responsible for writing and ensuring policies/procedures are applied consistently across the MSW and BASW programs. Establishes and monitors guidelines/procedures and hires MSW field liaisons. Writes and annual report and updates Field Education Manual as needed. Provides field coordination for approximately 20 Combat Veteran Certificate students across all MSW programs. Keeps the Director of the School informed about field-related issues.

#### **Assistant Director of Field Education and Field Coordinator for East Lansing MSW Program**

Contributes to the development and implementation of field education policies, procedures, and requirements. Assists in planning, implementation, and evaluation of all components of field education for both the BASW and MSW programs. Provides oversight of the day-to-day operations of the Field Office collaboratively and in coordination with the Office Coordinator. Responsible for providing field coordination for approximately 100 students. Assess readiness of students and match them accordingly. Develop and maintain a sufficient pool of agencies placement sites. Provide leadership in developing and presenting at student/field instructor orientations. Develop and present education materials in small and large group settings. Submit field grades to the Office of the Registrar each semester. Review and approve Employment-Based Placement Plans. Serve on the Field Sequence Committee. Problem-solve situations not resolved by the student, field instructor and field liaison. Support and guide students, field instructors and liaisons to ensure successful quality field experiences. Keep the Director of Field Education informed about field-related concerns.

#### **Field Coordinator for BASW Program**

Contributes to the development and implementation of field education policies, procedures, and requirements for the BASW program. Assists in planning, implementation, and evaluation of all components of field education for the BASW program. Collaborates with the Field Office Coordinator. Responsible for providing field coordination for approximately 100 (East Lansing BASW and MSW students). Assess readiness of students and match them accordingly. Develop and maintain a sufficient pool of agencies placement sites. Provide leadership in developing and presenting at student/field instructor orientations. Develop and present education materials in small and large group settings. Submit field grades to the Office of the Registrar each semester. Review and approve

Employment-Based Placement Plans. Serve on the Field Sequence Committee. Problem-solve situations not resolved by the student, field instructor and field liaison. Support and guide students, field instructors and liaisons to ensure successful quality field experiences. Keep the Director of Field Education informed about field-related concerns.

**Field Coordinator for Statewide Blended, Weekend, OCL and Advocacy Scholars Program**

Responsible for working with MSW students the Statewide Blended, Weekend, OCL and Advocacy Scholars campuses/programs. Responsible for providing field coordination for approximately 130 students. Assess readiness of students and match them accordingly. Develop and maintain a sufficient pool of agencies placement sites. Provide leadership in developing and presenting at student/field instructor orientations. Develop and present education materials in small and large group settings. Submit field grades to the Office of the Registrar each semester. Review and approve Employment-Based Placement Plans. Serve on the Field Sequence Committee. Problem-solve situations not resolved by the student, field instructor and field liaison. Support and guide students, field instructors and liaisons to ensure successful quality field experiences. Keep the Director of Field Education informed about field-related concerns.

**Field Coordinator for Field Coordinator EBTT Certificate**

Responsible for coordinating the Evidence-Based Trauma Treatment Certificate for all MSW programs, developing placements and trainings for field constituents, and monitoring them throughout the placement process. Responsible for providing field coordination for approximately 25 MSW students. Assess readiness of students and match them accordingly. Develop and maintain a sufficient pool of agencies placement sites. Provide leadership in developing and presenting at student/field instructor orientations. Develop and present education materials in small and large group settings. Review and approve Employment-Based Placement Plans. Serve on the Field Sequence Committee. Problem-solve situations not resolved by the student, field instructor and field liaison. Support and guide students, field instructors and liaisons to ensure successful quality field experiences. Keep the Director of Field Education informed about field-related concerns.

**Field Office Coordinator**

Responsible for daily operations of the Field Office including serving as the primary customer service representative. Manages data management system, workflows, queries and communications to field constituents. Develops and designs field education forms and program evaluation surveys. Analyzes data and generates reports (e.g., student surveys and incomplete required field documents, and assessment of the School's educational outcomes). Oversees travel and mileage reimbursements. Onboards new field instructors and liaison to the Field Office data management system. Problem-solves a variety of issues field constituents may have with accessing forms, etc in the data management system. Supports the field coordinators and Director of Field in the above areas and processing student placements.

## **Community Programs**

### **Role and (Supervisor)**

Michele Brock- Director of Community Programs (Anne Hughes)  
Joe Kozakiewicz- Director, Chance at Childhood (Michele Brock)\*  
Delanie Pope- Attorney, Chance at Childhood (Joe Kozakiewicz)  
Jen Benway- Coordinator, Chance at Childhood (Joe Kozakiewicz)  
Gina Tremonti Gembel- Director, Continuing Education (Michele Brock)  
Gina Van Horn- Events Specialist, Continuing Education (Gina Gembel)  
Chiquita Whittington- Coordinator, FAME (Michele Brock)  
Ashley Hayden- Mentor Specialist, FAME (Chiquita Whittington)  
Beth Lindley- Coordinator, KCRC (Michele Brock)  
- Navigator, KCRC (Beth Lindley)  
- Navigator, KCRC (Beth Lindley)  
- Navigator, KCRC (Beth Lindley)  
Nicole English- Case Manager, KCRC (Beth Lindley)  
Jon Carey- Legal Advocate, KCRC (Beth Lindley)  
Lugina Srygly - Project Administrator (Michele Brock)

### **Job Responsibilities:**

#### **Director of Community Programs**

- Responsible for ensuring the outreach, teaching and service efforts of community programs are carrying out the mission of the School of Social Work.

#### **Director, Chance at Childhood**

- Responsible for overseeing the operation of the CAC Certificate Program, and for managing CAC's outreach activities with our community partners.

#### **Attorney, Chance at Childhood**

- Responsible for supervising law and social work students in their clinic work with courts in Michigan to protect and serve the rights of children and to strengthen the knowledge base, practice, and advocacy skills to meet the needs of children, youth, families, and communities.

#### **Coordinator, Chance at Childhood**

- Responsible for supervising law and social work students in their clinic work with courts in Michigan to protect and serve the rights of children and to strengthen the knowledge base, practice, and advocacy skills to meet the needs of children, families, and communities.

#### **Director, Continuing Education**

- Responsible for the development, coordination, and management of a variety of non-credit programs and courses of a comprehensive educational program that includes entry-level skills training and continuing professional education

#### **Events Specialist, Continuing Education**

- Responsible for all event deliverables and operations of events sponsored by the Michigan State University School of Social Work Continuing Education Program.
- Serves as primary contact and is responsible for administrative and logistical functions

#### **Administrative Support, Continuing Education**

- Manages multiple areas related to the successful functioning of the Continuing Education program.
- Serves as a primary customer service representative

#### **Coordinator, FAME**



- Responsible for coordination and oversight of all resources, programs and services facilitated by the FAME Program and provided to MSU students with lived experience in out of home placement.

#### **Mentor Specialist, FAME**

- Responsible for recruitment, screening and training of volunteer mentors as well as coordinating the ongoing monitoring and support of active mentor matches in the FAME Program

#### **Director, KCRC**

- Responsible for the coordination and supervision of services provided by the Kinship Care Resource Center and oversight of the Kinship Navigator program, funded by the Michigan Department of Health and Human Services.

#### **Navigator, KCRC**

- Supports the needs of kinship families throughout Michigan.
- Responsibilities include providing telephonic support to relative caregivers with information and referrals to local resources.
- Other work includes training, outreach and advocacy for kinship families

#### **Case Manager, KCRC**

- Offer individualized services where and how family most needs
- Help navigate family dynamics specific to kinship caregiving
- Link families to formal and informal community resources and broker services/coach caregivers through barriers and provide coordination as needed
- Provide psychoeducational services

#### **Legal Advocate, KCRC**

- Responsible for the legal aid for kinship caregivers and for statewide outreach and education for courts and service providers about Kinship caregiver legal issues

#### **Project Administrator, KCRC**

- Responsible for supporting the project administration, communications, and outreach to network agencies and organizations engaged in supporting kinship caregivers