Jill E.K. Sur, MSW, MBA

*University of Hawai‘i at Mānoa, Myron B. Thompson School of Social Work*

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EDUCATION

Shidler College of Business, University of Hawai‘i at Mānoa, Honolulu, HI

*Master of Business Administration* (May 2018)

College of Social Sciences, University of Hawai‘i at Mānoa, Honolulu, HI

*Graduate Certificate: Non-profit Management* (May 2018)

School of Social Work, University of Michigan, Ann Arbor, MI

*Master of Social Work* (April 2003)

Major: Interpersonal Practice with Children and Youth and Families in Society

Minor: Management of Human Services

University of Hawai‘i at Mānoa, Honolulu, HI

*Bachelor of Science* (May 2001)

Major: Family Resources

WORK EXPERIENCE / PROFESSIONAL ACTIVITIES

***University of Hawai‘i at Mānoa, Myron B. Thompson School of Social Work***

***Honolulu, HI***

November 2011 – present

*Junior Specialist: Program Coordinator, Distance Education Options of Master of Social Work (MSW) and Bachelor of Social Work (BSW) Programs*

* Coordinate DE course delivery (course scheduling, room requests, enrollment management) and serve as liaison to adjunct faculty members
* Plan and implement annual student orientation for distance education (DE) students
* Serve as academic advisor to current students
* Develop informational program materials for internal and external distribution (brochures, presentations, announcements) and maintain DE option website
* Facilitate program-related meetings and online and face-to-face recruitment sessions
* Develop and maintain network relationships with neighbor island campuses (Hawai‘i Community College, Kaua‘i Community College, Moloka‘i Education Center, UH Hilo, UH Maui College), community members, and program alumni
* Work in partnership with School admissions office on admissions process, application review, response to student inquiries and other student services
* Create and maintain applicant, student, and program databases and records
* Provide training and supervision of student assistant
* Serve on and lead School-based faculty committees
* Utilize University academic and fiscal systems (Banner, STAR, e-Travel, Kuali) to provide quality student services and perform travel and procurement functions in accordance with federal, state and university requirements

January 2008 – November 2011

*Junior Specialist: Project Administrator, Title IV-E Training Academy and Child Welfare Projects*

* Manage day-to-day operations of extramurally funded project and development of project deliverables related to training and evaluation activities (for Department of Human Services, Child Welfare Services)
* Develop budgets, reports to funding agency, and grant proposals for continued project funding
* Plan and publicize project related events including project orientations, trainings, and staff meetings
* Manage fiscal resources and utilize Research Corporation of the University of Hawai‘i (RCUH) systems to perform procurement functions in accordance with federal, state, and university requirements
* Supervise and provide training to APT project support personnel

July 2005 – December 2007

*Institutional Support: Title IV-E Training Academy and Child Welfare Projects*

* Assist principal investigator in administering and implementing new extramural funding project with the Department of Human Services, Child Welfare Services
* Coordinate interview process for all new faculty members for project
* Provide support in development and preparation of training curriculum, materials for distribution, and training schedules
* Prepare fiscal (and other administrative) documents including purchase orders, reimbursements, invitations to bid, relocation reimbursements, travel, and requests for proposals/quotations and ensure all goods and services are purchased in compliance with federal, state, and university guidelines and procedures

***Catholic Charities Hawai‘i***

***Honolulu, HI***

March 2011 – August 2012

*Service Supervisor, Developmental Disabilities Waiver Services Program*

* Develop and implement supported employment component of program for clients with developmental and/or intellectual disabilities
* Conduct intake assessments of new clients to determine appropriateness for services
* Develop individual service plans and assess client’s progress towards goals
* Develop and facilitate employment training curriculum for clients and staff
* Recruit and provide training to staff who provide direct services to clients; conduct regular supervisory sessions and evaluation of staff performance
* Monitor monthly billing and reimbursement process to ensure accurate and timely submission

***CARE Hawai‘i, Inc.***

***Honolulu, HI***

October 2007 – February 2008

*On-call Crisis Therapist, Crisis Support Management Team*

* Provide crisis stabilization and crisis support to individuals with mental health, substance abuse, or dual diagnosis experiencing immediate, possibly life-threatening crisis situations
* Provide other community based support services when needed
* Maintain thorough and accurate case notes for client files and records for billing purposes

***Winners at Work (currently known as Abilities Unlimited)***

***Honolulu, HI***

February 2005 – July 2005

*Program Coordinator, Person Centered Adult Supports (PCAS) Program*

* Develop and implement curriculum for classes for clients with developmental and/or intellectual disabilities
* Conduct site visits and participate in multidisciplinary meetings to ensure appropriate services for clients
* Maintain accurate case files, records, and billing system for services provided

October 2004 – February 2005

*Employment/Education Counselor, Employment Program*

* Develop appropriate employment opportunities for individuals with developmental and/or intellectual disabilities in the community through job matching and job carving
* Support clients and employers in developing and implementing employment and training plans
* Provide on-site job coaching and long-term follow-up
* Create and maintain network relationships with employers and community-based agencies

SCHOLARLY ACTIVITIES

Peer-Reviewed Publications

Stotzer, R.L., Fujikawa, K., **Sur, J.** & Arnsberger, P. (2013). Cost Analysis of a Distance Education MSW Program. *Journal of Teaching in Social Work*, 33 (4-5), 357-368.

Peer-Reviewed Presentations

**Sur, J.** & DeMattos, M. (2018, April). *Let’s Talk Story – The Value of Relationships and Informal Communication in Successful Distance Education Programs*. Administration Presentation at the Social Work Distance Education Conference, San Antonio, TX.

Arndt, R. & **Sur, J.** (2017, April). *Getting them and keeping them... the challenges and opportunities in recruitment and retention of distance education students*. Administration Seminar at the Social Work Distance Education Conference, San Antonio, TX.

**Sur, J.** (2015, April). *Preparing Students in Distance Education Programs: A student orientation model*. Administration Seminar at the Social Work Distance Education Conference, Indianapolis, IN.

Kreif, T. & **Sur, J.** (2013, November). *Miles Apart: Utilizing Student Orientation to Build Community in Distance Education Programs*. Curriculum/Administrative Workshop at the Council on Social Work Education (CSWE) Annual Program Meeting, Dallas, TX.

Gibo, M. & **Sur, J.** (2012, September). *A Project of H.O.P.E. – Meeting the Needs of Two Client Populations Through Chore*. Paper presentation at the Hawai‘i Pacific Gerontological Society (HPGS) 17th Biennial Conference, Honolulu, HI.

SERVICE ACTIVITIES

Social Work Senator, Mānoa Faculty Senate (2017-2019)

University of Hawai‘i at Mānoa

- Member, Committee on Student Affairs (2018-2019)

Chair, Faculty Recruitment Committee (2017-2019)

Department of Social Work, Myron B. Thompson School of Social Work

Member, Global Affairs Committee (2017-2019)

Department of Social Work, Myron B. Thompson School of Social Work

Member, Faculty Recruitment Committee (2016-2017)

Department of Social Work, Myron B. Thompson School of Social Work

Member, National Association of Social Workers – Hawai‘i Chapter (current)

Member, NASPA – Student Affairs Administrators in Higher Education (current)