MAJOR PURPOSE:
The Program Director of the M.A. in Counseling Psychology is a position responsible for leadership, vision casting, and program development. This role will supervise the graduate psychology program, coordinate with online and adult degree completion leaders in the design, development and delivery of high quality educational programs and instruction in accord with established learning outcomes.

ROLE EXPECTATIONS:
1. Teach assigned courses per contract as approved by the Provost.

2. Provide thoughtful leadership in the delivery of the graduate psychology specialization and collaborate with other disciplines on areas of course production and program development. Cooperate with the marketing and admissions departments, and be involved in recruiting, mentoring, and advising students.

3. Represent the Psychology Department and the University-at-large in public and professional settings.

4. Monitor budget preparation and financial stewardship for the program.

5. Recruit and support adjunct faculty and assign the teaching schedules of all full-time and part-time faculty.

6. Schedule regular meetings with graduate course teaching faculty and staff, including goal setting, planning, assessment work, and appropriate campus wide activities.

7. Recruit and oversee high quality practicum sites.

8. Conduct ongoing professional development as appropriate to maintain license, and develop expertise in university level instruction, including research in cross cultural psychology.

9. Conduct research appropriate to area of specialization and facilitate the pursuit of scholarship and research within the Psychology Department, across disciplines as appropriate.

10. Participate in committees and meetings that contribute to the development of policy and infrastructure for overall graduate programming at Jessup.

PENDING AVAILABLE FUNDING
QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:
- Ph.D. or Psy.D. in an area of specialization within psychology as appropriate to the Department.

REQUIRED KNOWLEDGE:
- Three years of experience in a post-secondary institution
- Active/current license in the mental health professions
- Demonstrated experience related to budgeting, scheduling, and human resource management.
- Superior skill in organization, communication, and collaboration.

SKILLS/ABILITIES:
- Breadth of knowledge in psychology and the mental health professions
- Specific awareness of global opportunities to serve for those with psychological preparation

WORKING ENVIRONMENT/CONDITIONS:
The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

_____________________________________        _____________________________
Employee Signature                                    Date