

**Job Title: Program Director, Psy.D. in Clinical Psychology**  
**Department: Psychology**  
**Supervisor: Dean, School of Psychology**  
**Vice President of Academic Affairs**

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### **MAJOR PURPOSE:**

The Program Director of the Psy.D. in Clinical Psychology is a position responsible for leadership, vision casting, and program development. The person in this role will oversee this new graduate psychology program and will participate in the process of APA accreditation. It will require an entrepreneurial spirit as well as a unique skill set in organization, administration, and human relations.

### **ROLE EXPECTATIONS:**

1. Participate in the development of curriculum and program functions related to the Psy.D. in Clinical Psychology.
2. Participate and represent the School of Psychology in the various accrediting processes including WSCUC and APA reviews.
3. Teach a regular load with course reduction determined by the Dean and VPAA.
4. Provide thoughtful leadership in the delivery of the Psy.D. program and collaborate with appropriate areas for course production and program development.
5. Cooperate with the marketing and admissions departments and participate in recruiting, mentoring, and advising students.
6. Assess student progress and adjust instructional strategies, resources and assignments to engage and provide for student success
7. Recruit and support all faculty and assign teaching schedules for full-time and part-time faculty.
8. Schedule regular meetings with faculty and staff, including goal setting, planning, assessment work, and appropriate campus wide activities
9. Conduct ongoing professional development as appropriate to maintain license and maintain expertise in university level instruction.
10. Conduct research appropriate to area of specialization and facilitate the pursuit of scholarship and research within the School of Psychology.
11. Represent the School of Psychology and the University-at-large in public and professional settings.

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## **QUALIFICATIONS:**

### **EDUCATION/LICENSES:**

- Ph.D. or Psy.D. in Clinical Psychology, from an APA accredited program
- Currently licensed through the CA Board of Psychology (BOP)

### **EXPERIENCE:**

- Significant scholarship in research, professional presentations
- Three years of experience in a post-secondary institution
- Academic administration and teaching experience
- Demonstrated skills in organization, communication, and collaboration

### **CAPACITY:**

- Ability to integrate Christian thought and values in all aspects
- Ability to engage in critical thinking and exercise independent judgment
- Ability to maintain confidentiality and manage sensitive information
- Ability to take initiative without direct supervision

### **FAITH:**

- Sound Christian testimony with the ability to integrate faith and learning
- Subscribe to the statement of faith for William Jessup University
- Subscribe to the Community Covenant for William Jessup University

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### **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.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes

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### **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

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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.

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Employee Signature

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Date