



JOB TITLE: Full Time Faculty
DEPARTMENT: School of Psychology
SUPERVISOR: Dean, School of Psychology
FLSA STATUS: Exempt

MAJOR PURPOSE:

The School of Psychology at Jessup University is seeking a full-time, tenure track assistant or associate faculty member. Responsibilities include quality preparation, instruction, and learning outcomes related to the Traditional Undergraduate Degree Program and effective implementation of related initiatives within the department.

The pay range for this position is generally: \$65,000 - \$85,000 annually. Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

This position is 100% in person, on campus.

ESSENTIAL FUNCTIONS:

- Teach a regular load with course reduction determined by the Vice President of Academic Affairs' office and the Dean of the School of Psychology.
- Offer curriculum oversight by contributing to a broad vision for the program considering trends and specific courses (coordinating with previous psychology delivery models and ensuring compliance to educational regulations).
- Cooperate with the marketing and admissions departments, and be involved in recruiting and advising students.
- Coordinate with undergraduate student mentors and student success coaches to offer effective Student Mentoring.
- Participate in regular meetings with School of Psychology faculty and staff, participating in collaborative goal setting, program development, etc.
- Collect and compile data into program assessment reports.
- Participate in School of Psychology Program events such as Preview Day, Student Transfer Day, Mentor Day, etc.,
- Invest in ongoing professional development as appropriate to maintain license, and develop expertise in university level instruction.
- Represent the School of Psychology and the University-at-large in public and professional settings.

QUALIFICATIONS:

EDUCATION/CERTIFICATIONS:

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

REQUIRED KNOWLEDGE/EXPERIENCE:

- Three years of experience in a post-secondary institution
- Active/current license in the mental health professions
- Demonstrated experience related to scheduling
- 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 those with psychological preparation

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of William Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith.

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 the 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

WORKING CONDITIONS:

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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, crouch 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 20 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 are 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 to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date