



JOB TITLE: Full Time Faculty, MA in Counseling
DEPARTMENT: Psychology
CAMPUS: Portland
SUPERVISOR: Dean, School of Psychology
FLSA STATUS: (determined by HR)

MAJOR PURPOSE:

Teach courses in the Master of Arts Counseling Program, as well as selected courses in the Undergraduate psychology program as needed, and provide professional support to the MAC program as determined by the Director. Responsibilities will be conducted in an efficient, effective, and Christ-honoring manner supporting the Mission of Jessup University and the ethos of the Multnomah campus.

ESSENTIAL FUNCTIONS

- Work under the leadership of the Program Chair of MAC
- Teach a regular load determined by the VPAA's office and the Dean
- Adhere to the guidelines and policies specified in the Faculty Handbook
- Attend all faculty meetings as specified in the Faculty Handbook
- Attend University functions as required in the Faculty Handbook
- Maintain regular office hours and support students
- Progress through the various levels of faculty rank, including tenure track advancement as desired and qualified
- Serve on at least one faculty committee per semester
- Cooperate with the marketing and admissions departments, and be involved in recruiting, mentoring, and advising students
- Conduct ongoing professional development as appropriate to maintain license, and develop expertise in university-level instruction
- Facilitate the pursuit of scholarship and research within the School of Psychology

QUALIFICATIONS

Education/Certifications

- PhD in Counselor Education and Supervision
- Currently licensed as an Oregon psychologist, LMFT, or LPC

Required Knowledge

- A terminal doctorate in Counselor Education & Supervision (or related discipline, with eligibility for CACREP grandfathering)
- Staying up to date on professional licensure requirements, professional ethics, and developments in the field of professional counseling
- Maintain professional licensure and appropriate continuing education in the field of professional counseling
- Keep abreast of laws, regulations, and ethical guidelines regarding the field of professional counseling
- Experience in organizational management and planning

- Experience in academic administration and teaching
- Breadth of knowledge in psychology and the OR/WA mental health professions
- Demonstrated skills in organization, communication, and collaboration

Skills/Abilities

- 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

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jesup University as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the Jessup University doctrinal statement of personal Christian faith and Community Covenant.

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 evaluation processes.

WORKING 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. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

Signature

Date