MAJOR PURPOSE:

The Lead Faculty and Coordinator of the Traditional Undergraduate Psychology Program at William Jessup University is a position responsible for program leadership, vision casting, and program development. This role will collaborate with online, extension and adult degree completion leaders in the design of graduate programs, development and delivery of high quality educational programs and instruction in accord with established learning outcomes.

ROLE EXPECTATIONS:

1. Teach a regular load with course reduction appropriate to the position, determined by the Division Chair and Provost.

2. Provide thoughtful leadership in an area of disciplinary specialization and collaborate with other disciplines on areas of course production and program development.

3. Coordinate faculty advising and mentoring for the traditional undergraduate psychology program.


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

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

7. Conduct ongoing professional development as it relates to expertise in university level instruction, including research in cross cultural psychology.

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

9. Represent the Traditional Undergraduate Psychology Program and the University-at-large in public and professional settings.

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 as a Full Time faculty in a post-secondary institution.
- Skills in organization, communication, and collaboration.
- Experience related to scheduling and human resource management.
- Research experience

SKILLS/ABILITIES:

- Broad knowledge of 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

PENDING AVAILABLE FUNDING