**Director of M.A. in Counseling Psychology**

# Area/Department: Staff Level/FLSA: Family:

**Reports to:**

Academic Affairs/Master of Arts in Counseling Psychology Administrative Faculty/Exempt

Administrative Faculty Provost

# Description:

Simpson University is seeing an enthusiastic and energetic individual with an abiding faith in Jesus Christ and a strong commitment to teaching excellence, scholarship, university and community service and program development. The director is responsible for providing visionary leadership for the M.A. in Counseling Psychology program; guiding the continued development of this program including its structure, policies and procedures, interaction with the University, and assessment of effectiveness. This position also oversees day-to-day responsibilities for running the program with assistance from the Clinical Training Director.

# Qualifications:

1. Terminal degree in Counseling Psychology, marital and family therapy, or a related field required
2. Holds current license in marriage and family therapy in California for a minimum of two years. State or National Approved Supervisor status desirable but not required
3. Minimum of five years teaching and administrative experience in higher education setting
4. Demonstrated experience in academic program planning, development, implementation, and evaluation preferred
5. Experience working with and mentoring adult learners
6. Ability to work with people in various roles and organizations
7. A creative, passionate, competent and entrepreneurial academic leader
8. Ability to collaborate and build partnerships within the Simpson community as well as the local and professional community
9. Maintain appropriate professional interpersonal boundaries with all stakeholders

# General Expectations:

1. Demonstrate Simpson University Values in the performance of all duties
2. Maintain lifestyle in accordance with Simpson University Lifestyle Policy in Faculty Handbook
3. Maintain the confidentiality of information, data and records.
4. Properly use tact, diplomacy, discretion and judgment
5. Demonstrate strong customer service skills in the performance of job duties
6. Demonstrate good organizational and communication skills in the performance of job duties
7. Supervise employees in accordance with Simpson University policies and procedures
8. Support the overflow needs of other departments within the respective university area
9. Perform other duties in accordance with this position as deemed necessary by the Provost

# Essential Functions:

1. Operationalize the mission, vision, and learning outcomes for the M.A. in Counseling Psychology program
2. Assess and continually improve the curricular design and schedule for the program
3. Oversee the recruitment, hiring, supervision and evaluation of staff and faculty personnel for the program
4. Oversee the program's budget
5. Work with other Simpson University departments to provide services to the program's students
6. Promote the program locally, regionally, and nationally
7. Collaborate with Marketing and Enrollment to design marketing and admissions strategies
8. Participate in screening and approving students for admissions and class registration in accordance with BBS standards
9. Ensure that appropriate and satisfactory library and curricular resources are available to students
10. Oversee thorough and effective orientation for new students
11. Oversee retention efforts of the program
12. Oversee the assessment of the educational effectiveness of the program, including regular program review, course evaluations, faculty evaluations, exit interviews and graduate questionnaires

# Related Responsibilities:

1. Teach classes in program as appropriate
2. Work closely with program adjunct faculty and students to ensure training and learning goals are met
3. Implement the curriculum and schedule for the program

# Application:

# To apply, please visit our website at <https://classic.ecipay.com/prod/net/EmpApp/JobList.aspx?ID=KVolyq0eL%2fyqVTW9wVt82g%3d%3d&REQID=y24DV9gAOQlJNcBF76yVig%3d%3d>

# Physical Requirements:

|  |  |
| --- | --- |
| **Job Title:** | Clinical Director for Master of Science in Clinical Psychology |
| **Typical Working Conditions:** (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.) | Indoors in controlled environment |
| **Equipment Used:**  (List all manual and automated equipment used in the course of performing essential functions.) | Computer, scanner, copier, mouse, keyboard, stapler, 3-hole punch, letter opener |
| **Essential Physical Tasks:**  (List all physical tasks encountered in performing essential functions - i.e. sitting for long periods of time using a computer, standing, climbing ladders, etc.) | Sitting for long periods of time using a computer |

**Analysis of Physical Demands to Perform Essential Functions:**

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week) O=Occasional (1%-33% of time) F=Frequent (34%-66% of time) C=Constant (over 66% of time)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Frequency** | | | | | **Activity** | **Frequency** | | | | |
|  | N | R | O | F | C |  | N | R | O | F | C |
| ***Lifting/Carrying*** |  |  |  |  |  | ***Twisting/Turning*** |  |  |  |  |  |
| Under 10 lbs |  |  | X |  |  | Reach over shoulder |  |  | X |  |  |
| 11-20 lbs |  |  | X |  |  | Reach over head |  |  | X |  |  |
| 21-50 lbs |  | X |  |  |  | Reach outward |  |  |  | X |  |
| 51-100 lbs |  | X |  |  |  | Climb |  | X |  |  |  |
| Over 100 lbs | X |  |  |  |  | Crawl |  | X |  |  |  |
|  |  |  |  |  |  | Kneel |  | X |  |  |  |
| ***Pushing/Pulling*** |  |  |  |  |  | Squat |  | X |  |  |  |
| Under 10 lbs |  |  | X |  |  | Sit |  |  |  | X |  |
| 11-20 lbs |  |  | X |  |  | Walk-Normal Surfaces |  |  |  |  | X |
| 21-50 lbs |  | X |  |  |  | Walk-Uneven Surfaces |  |  | X |  |  |
| 51-100 lbs |  | X |  |  |  | Walk-Slippery Surfaces |  |  | X |  |  |
| Over 100 lbs | X |  |  |  |  | Stand |  |  |  | X |  |
|  |  |  |  |  |  | Bend |  |  | X |  |  |
| ***Driving*** |  |  |  |  |  |  |  |  |  |  |  |
| Automatic Trans |  | X |  |  |  |  |  |  |  |  |  |
| Standard Trans |  | X |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| ***Other*** |  |  |  |  |  |  |  |  |  |  |  |
| Keyboard/Ten Key |  |  |  |  | X |  |  |  |  |  |  |
| Fingering (fine dexterity) |  |  |  | X |  |  |  |  |  |  |  |
| Handling (grasping, holding) |  |  |  | X |  |  |  |  |  |  |  |
| Repetitive Motion – Hands |  |  |  |  | X |  |  |  |  |  |  |
| Repetitive Motion - Feet |  |  | X |  |  |  |  |  |  |  |  |