



JOB DESCRIPTION

TITLE: Psychology Faculty

COLLEGE/SCHOOL/DEPT: Arts & Sciences

DATE PREPARED: October 4, 2018

REPORTS TO: Department Chair

FLSA: Exempt Regular Rank 9 Month Contract

POSITION SUMMARY:

The position includes teaching a wide variety of undergraduate psychology courses and advising undergraduate psychology majors. Some travel is required to regional locations to meet student and program needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Teach undergraduate psychology courses (taught days and/or evenings) as assigned.
5. Prepare course materials such as syllabi, homework assignments, and handouts. Prepare and deliver lectures to undergraduate or graduate students on topics such as cognitive psychology, statistics, research methods, and developmental psychology.
6. Evaluate and grade students' class work, assignments, and papers.
7. Collect and analyze data for program and university assessment.
8. Maintain student attendance records, grades, and other required records.
9. Compile, administer, and grade examinations.
10. Initiate, facilitate, and moderate classroom discussions.
11. Advise students on academic and vocational curricula and on career issues.
12. Develop and use multimedia course materials and other current technology, such as online courses.
13. Perform administrative duties as needed.
14. Collaborate with colleagues to address teaching and research issues.
15. Participate in student recruitment, registration, and placement activities.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assist department chair with continual program development.
2. Participate in unit meetings and other university-wide activities/committees.
3. Other duties as outlined in the Faculty Handbook.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Doctorate preferred. ABD or MA/MS in Psychology, Behavioral Health, or related field will be considered.
2. Interest in research, research methods and statistical analysis.
3. Strong interpersonal, organizational, and oral and written communication skills.
4. Previous successful work experience with culturally diverse populations a plus.
5. Bilingual preferred; English/Spanish

APPLICATION INFORMATION AND DEADLINE:

Applications should include the following:

- Cover Letter
- CV
- Transcripts (copies acceptable for initial screening)
- List of References (names, addresses & phone numbers of 3-5 current professional references).

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email materials to Humanresources@heritage.edu or mail to Heritage University, Office of Human Resources, 3240 Fort Road Toppenish, WA 98948.