



## JOB DESCRIPTION

**TITLE:** Assistant Professor of Psychology Faculty

**COLLEGE/SCHOOL/DEPT:** Arts & Sciences

**DATE PREPARED:** December 2019

**REPORTS TO:** Department Chair

**FLSA:** Exempt (Regular Rank, 9-Month Contract)

### POSITION SUMMARY:

The Department of Psychology at Heritage University invites applications for an open-area Assistant Professor position to begin in August 2020. We are particularly interested in candidates who have experience working with a diverse student population and exhibit innovative approaches to teaching, undergraduate research, advising, and curriculum development.

The successful candidate will teach 12 credit hours (4 courses) per semester, including lower- and upper-level psychology courses in the candidate's area of expertise. Candidates with a doctorate are preferred, but ABD candidates are encouraged to apply.

Heritage is a small, private, rural college located within the Yakama Nation, 20 miles south of the city of Yakima. Heritage is both a Hispanic-Servicing Institution and a Native American-Serving, Nontribal Institution. As a mission-driven university with a culturally diverse student body, Heritage embraces "transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society." We encourage applications from members of underrepresented groups as well as individuals who have experience working with diverse student populations. Candidates should demonstrate how they will contribute to Heritage University's mission through excellence in teaching, mentorship, research, and/or service. Enthusiasm for working with a diverse population of students is essential.

Candidates should submit a cover letter, vita, teaching statement, unofficial transcripts, and three reference letters to [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu). Review of applications begins February 1, 2020. Please contact Blake Slonecker, Interim Chair of Psychology, with questions. Heritage University is an Equal Opportunity Employer fully committed to developing a diverse faculty and campus community.

### 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 as assigned.
5. Prepare course materials such as syllabi, homework assignments, handouts, lectures, and seminar discussions.
6. Evaluate and grade students' class work, laboratory 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. Strong interpersonal, organizational, and oral and written communication skills.
3. Previous successful work experience with culturally diverse populations a plus.
4. Bilingual preferred; English/Spanish