



JOB DESCRIPTION

TITLE: Graduate Program Director/Psychology Faculty

DEPARTMENT: Arts & Sciences

REPORTS TO: Department Chair

FLSA: Exempt (Regular Rank, 10.5 Month Contract)

SALARY: \$54,051 - \$88,586 (Commensurate with education and experience)

POSITION SUMMARY:

The Department of Psychology at Heritage University invites applications for a Graduate Program Director (open rank) beginning January 2024 (start date flexible). The candidate will help develop and then direct a new Master's in Mental Health Counseling program that will admit its first full cohort of students to begin August 2024. The Director provides leadership and supervises the activities of faculty to ensure that the departmental mission, vision, and objectives are met while also teaching courses in the program. Candidates should have experience working with diverse student populations in a counseling or clinical psychology-related graduate program.

The successful candidate will teach fifteen credit hours per year (1-2 courses/semester) in general counseling courses and/or courses in their area of expertise. A mix of in-person and online teaching will be required. A Ph.D. in Counseling Psychology or Counseling Education and Supervision is preferred, but candidates with related doctoral degrees and/or relevant master's degrees will be considered if they also have strong teaching and administrative experience in a graduate program. This position is currently funded through a grant from the Department of Education working with our local ESD, so experience or interest in working with K-12 schools is a plus.

Heritage is a small, private, rural college located within the Yakama Nation, 20 miles south of the city of Yakima. Heritage is a Hispanic-Serving Institution (HSI) and a Native American Serving Non-Tribal Institution (NASNTI). 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.

Studies have shown that candidates are less likely to apply for jobs if they do not meet every listed qualification. We are most interested in finding the best candidate for the job, and that candidate may be someone who comes from a less traditional background. We encourage you to apply even if you do not meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of the position, please feel free to contact us to discuss your application.

Candidates should submit a cover letter, vita, teaching statement, and diversity statement to humanresources@heritage.edu by August 15th, 2023. Letters of recommendation will be requested at a later date if needed. The diversity statement should explain how you have demonstrated your commitment to educational equity and how you would help facilitate a diverse and equitable community at Heritage in your leadership, teaching, mentoring, outreach, research, and/or service. This can include your lived experience(s). The teaching and diversity statements should be no more than two pages each. Please contact Amy Nusbaum, Chair of Psychology, at nusbaum_a@heritage.edu with any 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. Provides academic and educational leadership through the exercise of qualities such as honesty, integrity, flexibility, sensitivity, and decisiveness.
4. Promotes a positive environment, with a focus on diversity, inclusion, equity, and belonging, for high quality teaching, learning, research, and service.
5. Maintains a quality instructional program that meets the needs of all students through innovative, inclusive instruction, advising, and support services.
6. Handles confidential information with tact, discretion and in compliance with FERPA and HIPAA regulations.
7. Teach graduate psychology courses as assigned.
8. Coordinates with the department chair to schedule courses and submit booklists for each semester.
9. Coordinates with the department chair in the hiring and orienting of faculty for the MMHC Program. Follows University-wide processes. Uses the services of the Center for Intercultural Learning and Teaching as appropriate.
10. Coordinates with the department chair to conduct annual evaluations of all faculty with an appointment to the MMHC Program, using specific processes provided by the Provost/VPAA.
11. Coordinates with the Provost/VPAA, department chair, and faculty (a) to develop program review; (b) to prepare program and curriculum assessment plans; (c) to review data collected for assessment, including student feedback, and other data collection sources; and (d) works with faculty to implement program improvement based on data analysis.
12. Coordinates with the department chair, Provost/VPAA, and Business Office to manage the MMHC budget, both internally and with our grant partners/funders.
13. Represents the Department, College, and the University on local, state, national, and other professional higher education groups, as well as on various campus administrative councils, committees, and task forces.
14. Sends data and reports as requested to the Committees on Assessment and Program Review, the Office of Accreditation and Quality Improvement, the Provost/Vice President for Academic Affairs, and/or grant partners and funders.
15. Collaborate with colleagues to address teaching and research issues.
16. Participate in student recruitment, registration, and placement activities.
17. Other duties as outlined in the Faculty Handbook.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Ph.D. in Counseling Psychology/Counseling Education & Supervision; related graduate degrees considered
2. Prior leadership experience in a graduate program
3. Ability to be licensed to practice in the state of Washington within a year
4. Strong interpersonal, organizational, and oral and written communication skills.
5. Previous work experience with traditionally underserved groups, especially Latinx, Indigenous, and rural populations

BENEFIT PACKAGE:

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Unpaid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.