



JOB ANNOUNCEMENT: ASSOCIATE/ASSISTANT DEAN or DIRECTOR OF ACADEMIC AFFAIRS

JOB TITLE: Associate/Assistant Dean or Director of Academic Affairs
SUPERVISOR: Dean for College of Psychology
EFFORT: 1.0 FTE, Full Time, Exempt
EDUCATION: PsyD or PhD

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. After launching and accrediting the College of Pharmacy, College of Medicine, and the College of Health Sciences, CNU now is seeking an Associate/Assistant Dean or Director of Academic Affairs to join the team in our new College of Psychology.

This program will provide students with scientifically proven interventions and practical first hand field experience culminating in a doctorate of clinical psychology (PsyD). Graduates will have the knowledge, skills, and experience necessary to take the next steps in becoming a practicing, licensed psychologist.

The Associate/Assistant Dean or Director of Academic Affairs will be part of the College of Psychology faculty and a key member of the Dean's leadership team. With their exemplary reputation as an academic leader in psychology education, the Associate/Assistant Dean or Director will provide leadership, support, and innovation to all academic programs.

RESPONSIBILITIES

The Associate/Assistant Dean or Director of Academic Affairs will be responsible for:

1. Facilitating compliance with college policies
2. Interfacing with University administration regarding accreditation agencies
3. Understanding classroom evaluation and best practices
4. Assisting in the creation of a robust academic assessment program
5. Evaluating the curriculum of the program
6. Having a permanent seat on the Curriculum Committee for the University
7. Developing and accessing academic student success initiatives

8. Establishing academic benchmarks for student and faculty performance
9. Other duties as assigned

QUALIFICATIONS

Must have:

1. A PhD or PsyD from an APA accredited program
2. Experience managing complex organizational tasks
3. Interest in writing policies and procedures
4. The ability to analyze complex problems and provide solutions
5. Comprehensive knowledge of the discipline of psychology
6. The ability to speak and write clearly and concisely
7. Excellent leadership skills

Preferred:

1. A license to practice in the state of California
2. Completion of an APA internship
3. Experience working on teams with a variety of healthcare professionals
4. Prior teaching experience at various academic levels
5. Experience evaluating academic program effectiveness
6. Previous experience representing a large organization to outside interests

APPLICANT SHOULD SUBMIT

- Cover letter that addresses qualification, experience, and career goals
- Resume/CV
- Name, addresses, and telephone numbers of at least (3) professional references

Please send all application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.