



**Assistant Dean of Student Affairs and Admissions,
California Northstate University, College of Psychology, Rancho Cordova, USA**

JOB TITLE: Assistant Dean of Student Affairs and Admissions
SUPERVISOR: Dean of the College of Psychology
EFFORT: 1.0 FTE, Full Time, Exempt
EDUCATION: PhD/PsyD
Salary: \$120,000
Location: 2920 Prospect Park Dr. Rancho Cordova, CA

The Assistant Dean of Student Affairs and Admissions is part of the College of Psychology faculty and a key member of the Dean's executive team.

RESPONSIBILITIES

Assistant Dean of Student Affairs and Admissions will be responsible for:

1. Building positive relationships between students and the College of Psychology
2. Overseeing students' professional development, the program's diversity and cultivating the wellness and health of the students
3. Interfacing with student leadership and their involvement at the University
4. Facilitating student acquisition and retention
5. Managing the application, interview, and acceptance process
6. Coordinating with outside agencies, parents, and alumni
7. Organizing public events for the College of Psychology
8. Developing policies and procedures for the program
9. Being the administrator in charge of the grievance process
10. Knowing and informing students of their rights and responsibilities
11. Active engagement with the outcome and evaluation from accrediting bodies including WASCUC, BPPE, and APA.
12. Serving on the Dean's Executive Committee

QUALIFICATIONS

Must have:

1. Commitment to the development, implementation, and coordination of all student affairs related programs and infrastructure
2. Excellent leadership skills
3. A PhD or PsyD from an APA accredited program
4. Experience managing complex organizational tasks
5. A proven track record of writing and approving policies and procedures
6. Experience evaluating program effectiveness
7. Previous experience with conflict resolution
8. Knowledge of accrediting standards, including WASC and APA
9. The ability to analyze complex problems and provide solutions
10. Comprehensive knowledge of the discipline of psychology
11. The ability to speak and write clearly and concisely

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. Knowledge of local training and educational opportunities for students
5. Prior teaching experience at various academic levels
6. Establishment of positive and harmonious relationships with others
7. Proven excellence in public speaking
8. Previous experience representing a large organization to the public

APPLICANT SHOULD SUBMIT

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

Please send all application materials to the College of Psychology care of the Executive Assistant to the Dean, Kira Garvey kira.garvey@cnsu.edu or to the following address: California Northstate University, College of Psychology, 2910 Prospect Park Dr., Rancho Cordova CA 95670.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status