

Position Announcement
The Chicago School of Professional Psychology announces an immediate opening for
Associate Chair, Clinical Psychology Psy.D. Department

Open: December 6, 2009

Founded in 1979, The Chicago School of Professional Psychology is an independent professional graduate school with a dynamic student body and a professionally accomplished faculty. Our curriculum and training opportunities prepare graduates to deliver outstanding professional services emphasizing the ability to understand and work with diverse populations. We are currently searching for a professional to join our team and fill the role of Associate Department Chair in the Clinical Psy.D. Department

Position Summary:

The Associate Chair of the APA-accredited Clinical Psychology Psy.D. Program is appointed by and is directly responsible to the Department Chair, Clinical Psychology Psy.D. Department. The Associate Department Chair is a member of the faculty as an Administrative Faculty and is responsible for scheduling and curriculum planning, student affairs within the department, student review process, and outreach and recruitment of faculty as well as support for student recruitment. In addition to reporting to the Department Chair, the Associate Chair works closely with the Associate Chairs for the Child & Adolescent Track and the Neuropsychology Track, as well as the Department Manager.

Associate Department Chairs attend Academic Affairs Department Chair meetings, participate in institutional committees, provide academic leadership, and perform duties as assigned by the Department Chair. As administrative faculty, they are members of the Faculty Council and the Council of Academic Affairs.

Principle Duties:

- Schedule and curriculum planning for a five year program
- Chair the Department Student Development Committee
- Oversight and coordination of student development (monitoring satisfactory academic progress, supervising Department efforts to support student development, and representing the Department to institutional Student Affairs Committees)
- Oversight, coordination, and documentation of the yearly Student Review process for all Department students
- Oversee Department Student Directory
- Other departmental committees and duties as assigned by Department Chair
- Faculty committee and production assignments
- Participation in research and writing for any necessary self-study or program-related reports
- Contribution to the development of strategic academic and budget plans for program and Department, including recommendations from the assessment and program review process
- Outreach and recruitment of faculty and support of student recruitment
- Supervision of the teaching, advisement, dissertation activities, and other duties performed by Faculty members to meet program academic goals
- Teaching and other duties as assigned by the Department Chair

Essential Knowledge, Skills, and Abilities:

- The Associate Department Chair must be an optimistic, action oriented leader who can motivate faculty to embrace these values in the classroom and within the institution
- Excellent organizational skills with the ability to manage multiple operational processes including scheduling, assessment, and student issues
- Excellent organizational, communication, and administrative skills
- Proficient with Outlook and Microsoft Office Suite
- The Chicago School is an environment that expects high productivity and quick response time, as well as the ability to minimize operational tasks and maximize creativity and innovation. The Associate Department Chair must be able to balance institutional priorities with program needs and initiatives

Position Qualifications:

- A licensed clinical psychologist with a doctoral degree in Clinical Psychology from an APA-accredited program is required.
- Academic administration experience is strongly desired: teaching at the doctoral level as well as professional experience is required.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Chicago School offers a generous compensation and benefits package, as well as the opportunity to work for a leader in the field of professional psychology. Some of our key benefits include: generous paid time-off, medical and dental coverage, company-paid life and disability insurance, 403b with employer contribution, multiple flexible spending accounts (FSA), tuition reimbursement, professional development, and regular employee appreciation events.

Please send a letter of interest, CV, three letters of professional references, administrative/teaching philosophy and any other relevant documents (i.e., course evaluations, sample syllabi; commitment to diversity) to:

Email:

bkelly@thechicagoschool.edu

Subject: AssocChair, CPsyD

Mail:

The Chicago School

Attn: Barbara Kelly, Psy.D.

Chair, Clinical Psychology Psy.D. Department

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For more information about The Chicago School visit www.thechicagoschool.edu

The Chicago School is an Equal Opportunity Employer.

