



**AMERICAN SCHOOL OF
PROFESSIONAL PSYCHOLOGY**

AT ARGOSY UNIVERSITY
SAN FRANCISCO BAY AREA

POSITION OPENING

Title: Director of Clinical Training

Program/Location: American School of Professional Psychology at Argosy University, San Francisco Bay Area

Minimum Education Required: PsyD/PhD

Open Date: 7/17/2017

Effective Date: Upon Hire

Travel Required: 0-20%

Summary: Required to contribute to the achievement of a high quality program consistent with our mission. This includes the development of sufficient satisfactory field training placements necessary to meet the needs of all clinical psychology students and for those students who meet pre-requisites each year. Additional duties involve monitoring and developing the quality of training sites, maintaining positive relationships with external sites and supervisors, and monitoring student progress in all aspects of training. Incumbent must assure that the EDMC philosophy: quality services to clients; development, growth, involvement, and recognition of employees; sound economic principles; and environment which is conducive to innovation, positive thinking and expansion - is considered in carrying out the duties and responsibilities of this position.

Key Job Elements:

1. Develop training relationships with appropriate practicum and internship sites and evaluation of existing qualified training sites on a regular basis, including on-site visits to sites.
2. Conduct orientation sessions, individual and small group meetings with students and faculty to advise them regarding all aspects of clinical training.
3. Advise and place all qualified students in diagnostic and therapy practica, coordinating and supervising the process, and evaluating their progress.
4. Keep accurate records of completion of the Clinical Evaluation Conference (CEC tasks) through which students demonstrate competencies in clinical skills, and provide the Program Dean and other faculty with timely, accurate reports as requested.

5. Participate in quality assurance activities to evaluate the efficacy and relevance of clinical training experiences relative to stated objectives and needs, including but not limited to preparation for all accreditation reporting and site visits.
6. Implement and develop training policies written in the clinical training manual and provide recommendations for changes as needed.
7. Attend faculty and staff meetings as directed, serve on committees, and chair the Clinical Training Committee and Practicum Seminar Leaders meetings.
8. Attend professional conferences and meetings, and serve as a program liaison to agencies, other programs, training councils, and professional organizations.
9. Assist the Program Dean in maintaining effective coordination, good communication, and positive morale among faculty and staff.
10. Manage Clinical Training Office and office staff (Clinical Training Coordinator).
11. Contribute to joint projects with the Directors of Clinical Training of other programs in the college.
12. Assume other related duties as may be assigned from time to time by the Program Dean.

Reports To: Program Dean

Directly Supervises: Clinical Training Coordinator

Interacts With: Inside contact encompasses the entire range of personnel. Outside contacts may include community and professional leaders as well as other educators.

Job Requirements (Knowledge, Skills and Abilities):

1. Knowledge:
 - a) Doctoral degree in Clinical Psychology (Ph.D. or Psy.D.) and license as a Psychologist. Minimum 5 years post doctoral degree preferred.
 - b) Held positions of increasing responsibility in academic or clinical settings.
 - c) Experience and/or familiarity with APA accreditation.
2. Skills:
 - a) Fiscal and personnel management experience.
 - b) Excellent oral and written communication skills.
 - c) Strong interpersonal and clinical skills.
 - d) Excellent organizational and management skills.
 - e) Experience as an effective teacher at the graduate level.
3. Abilities:
 - a) Ability to interact successfully with academic as well as business and regulatory personnel.
 - b) Work effectively as a leader and team member to ensure that departmental goals are met.
 - c) Always keeping students and graduates best interest a priority while balancing program and university needs and realities.
 - d) Ability to navigate difficult and sometimes ambiguous situations in order to meet goals.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office or school, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 10 pounds unless otherwise specified in the job description.

Notice

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Education Management LLC is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring employee, student and graduate success. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.

If you are interested or have any questions about the position, please directly contact:

Dr. Megan O'Banion (Program Dean)
mobanion@argosy.edu or (510) 217-4737

You can apply directly via:

<https://edmcareers.hua.hrsmart.com/hr/ats/Posting/view/491>
