



JOB ANNOUNCEMENT: ASSISTANT/ASSOCIATE DEAN OF ACADEMIC AFFAIRS

JOB TITLE: Assistant/Associate Dean of Academic Affairs

SUPERVISOR: Dean of the College of Psychology

EFFORT: 1.0 FTE, Full Time, Exempt

EDUCATION: PsyD or PhD

SALARY: Assistant-\$120,000/Associate-\$130,000

The College of Psychology is looking for an Assistant or Associate Dean of Academic Affairs to be part of the faculty and a key member of the Dean's executive team. Our PsyD curriculum is constructed to provide students with the interventions and practical clinical experiences needed to treat diverse and complex patient populations. The Assistant/Associate Dean of Academic Affairs will lead our effort to ensure students receive a curriculum that reflects the needs of the profession and the communities we serve.

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. It is comprised of a College of Pharmacy, College of Medicine, College of Health Sciences, College of Graduate Studies, College of Psychology, and the College of Dental Medicine. With the recent announcement that California Northstate is building its own medical facility, now is the time to join this growing and collaborative university. The College of Psychology is an APA accredited PsyD program. We are an in-person program and do not provide online options to students or faculty.

RESPONSIBILITIES

The Assistant Dean of Academic Affairs is responsible for:

1. Developing student academic initiatives
2. Evaluating curriculum compliance with accrediting agencies including APA and WASC
3. Ensuring robust assessment programs for all areas of academics
4. Preparing reports showing areas of success and growth for students
5. Monitoring current trends in academics for student evaluation and learning theories
6. Collaborating with fellow Deans on issues of academic and student performance
7. Representing the College of Psychology on University committees
8. Keeping current on the latest academic expectations of APA
9. Representing the College of Psychology and CNU at public and professional events

QUALIFICATIONS

Must have:

1. A PhD or PsyD
2. Ability to manage complex organizational tasks
3. Substantive knowledge of graduate education
4. Knowledge of the latest trends in evaluating student performance
5. Previous experience in a graduate department as faculty or administration
6. Solid interpersonal skills
7. Ability to mediate conflict with grace and humility
8. Knowledge of statistical analysis
8. The skill to speak and write clearly and concisely
9. Excellent leadership potential
10. Ability to teach up to two classes in our curriculum per year

Preferred:

1. Previous experience in evaluating academic programs using both macro and micro data
2. Previous experience as an administrator in an academic department
3. Knowledge of accrediting standards for both APA and WASC
4. Prior teaching experience at the graduate level in psychology
5. A psychology license to practice in the state of California

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, 2920 Prospect Park Dr. Ste. 210, Rancho Cordova CA 95670.

CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.