

Department Chair

This position is: OPEN

Job Number: 782 Posted: 1/9/2023 Revised: Location: St. Davids -- Posting Type: Faculty

Position Summary

The Chair of the Counseling Psychology Department serves as an administrator for the department, helping to ensure its smooth and effective operation.

Responsibilities

- Hire adjunct and part-time faculty.
 - Serve on Search Committees for new full-time faculty.
 - Coordinate with program directors all program reviews for department.
 - Supervise staff: Departmental Administrative Assistant, and Academic Counselor.
 - Observe and evaluate all full-time Counseling Psychology faculty.
 - Develop and monitor program budgets.
 - Coordinate the scheduling of classes.
 - Prepare all faculty load sheets.
 - Revise catalog copy and any required departmental documents.
 - Coordinate and run department meetings.
 - Coordinate admissions processes in collaboration with Enrollment Office. Make admissions decisions in collaboration with Department faculty.
 - Coordinate department-wide events (e.g., Preview Days, new student orientation, graduation celebration), in collaboration with Enrollment and Department faculty.
 - Coordinate departmental responses to all student issues in collaboration with other Department faculty and staff.
 - Speak at Open Houses and participate in other student recruitment activities.
 - Assist with preparation of the departmental reports and other documents.
 - Serve on administrative teams as needed.
 - Represent the department at college meetings for Chairs/Directors.
 - Oversee and develop new initiatives, including LifeFlex delivery of online coursework/programs, in collaboration with other Department faculty.
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Responsibilities

Deliverables Expected

1. Coordinate faculty loads and hires
2. Coordinate program reviews
3. Observe full-time faculty and give feedback
4. Produce class schedules, budget projections, and catalog copy
5. Coordinate Admissions process
6. Coordinate Student Progress processes
7. Formalize and submit proposals for departmental initiatives
8. Oversee the department's Lifeflex initiative

Qualifications

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Knowledge and Skills Required

1. Doctorate in Counseling, Psychology or a related field
2. Teaching experience at graduate level
3. Administrative experience
4. Professional experience in the discipline(s)
5. Knowledge of department programs
6. Effective interpersonal skills
7. Ability to self-organize
8. Ability to problem-solve
9. Assessment skills

About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to endorse by signing Eastern University's doctrinal statement.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact

with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

Description Disclaimer

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.