



## **JOB ANNOUNCEMENT: ASSISTANT DEAN or DIRECTOR OF ACADEMIC AFFAIRS**

**JOB TITLE:** Assistant Dean or Director of Academic Affairs  
**SUPERVISOR:** Dean for College of Psychology  
**EFFORT:** 1.0 FTE, Full Time, Exempt  
**EDUCATION:** PsyD or PhD

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. After launching and accrediting the College of Pharmacy, College of Medicine, and the College of Health Sciences, CNU now is seeking an Assistant Dean or Director of Academic Affairs to join the team in our new College of Psychology.

This program will provide students with scientifically proven interventions and practical first hand field experience culminating in a doctorate of clinical psychology (PsyD). Graduates will have the knowledge, skills, and experience necessary to take the next steps in becoming a practicing, licensed psychologist.

The Assistant Dean or Director of Academic Affairs will be part of the College of Psychology faculty and a key member of the Dean's leadership team. With their exemplary reputation as an academic leader in psychology education, the Assistant Dean or Director will provide leadership, support, and innovation to all academic programs.

### **RESPONSIBILITIES**

The Assistant Dean or Director of Academic Affairs will be responsible for:

1. Leading academic and workforce instructional programs
2. Ensure compliance with college policies and accreditation agencies
3. Knowledge of classroom evaluation and best practices
4. A robust academic assessment program
5. Building relationships with community leaders within and outside the college
6. Being instrumental in the overall curriculum of the program
7. Having a permanent seat on the Curriculum Committee for the University
8. Developing and assess academic student success initiatives

9. Pursuing grants and fundraising opportunities
10. The evaluation and review of existing academic programs
11. Establishing academic benchmarks for faculty performance
12. Developing policies and procedures for this new program
13. Active engagement with the outcome and evaluation from accrediting bodies including WASCUC and APA.
14. Serving on the Dean's Executive Committee
15. Interface with the University Accreditation Department regarding all necessary data and reports
16. Develop and implement all assessment rubrics for the program
17. Write and maintain college specific assessment handbook
18. Head Curriculum Committee and Academic Assessment Committee
19. Review all syllabi to ensure compliance and quality
20. Ensure Preparedness for both WCSUS and APA accreditation
21. Other duties as assigned

## **QUALIFICATIONS**

### Must have:

1. Excellent leadership skills
2. A PhD or PsyD from an APA accredited program
3. Experience managing complex organizational tasks
4. A proven track record of writing and approving policies and procedures
5. Experience evaluating academic program effectiveness
6. Previous experience with conflict resolution
7. Knowledge of accrediting standards, including WASC and APA
8. The ability to analyze complex problems and provide solutions
9. Comprehensive knowledge of the discipline of psychology
10. 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
- Name, addresses, and telephone numbers of at least (3) professional references

Please send all application materials to the HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.