



## **JOB ANNOUNCEMENT: ASSISTANT DEAN OR DIRECTOR OF STUDENT AFFAIRS**

**JOB TITLE:** Assistant Dean or Director of Student 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 Student 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 Student 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, diversity, and administration, the Assistant Dean or Director will provide leadership, support, and innovation to all student affairs related programs.

### **RESPONSIBILITIES**

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

1. Building positive relationships between students and the College of Psychology
2. Overseeing students' professional development, the program's diversity and inclusion initiatives, and cultivating the wellness and health of the students
3. Interfacing with student leadership and their involvement at the University
4. Facilitating student acquisition and retention
5. Managing the application, interview, and acceptance process
6. Coordinating with outside agencies, parents, and alumni
7. Organizing public events for the College of Psychology

8. Developing policies and procedures for this new program
9. Being the administrator in charge of the grievance process
10. Knowing and informing students of their rights and responsibilities
11. Active engagement with the outcome and evaluation from accrediting bodies including WASCUC and APA.
12. Creating marketing and advertising materials
13. Head all student recruitment efforts
14. Set-up and maintain Consumer Relation Management software
15. Responsible for handling and maintain admission process
16. Develop the needed student services areas
17. Write and maintain Student Handbook
18. Review and update data analysis of students and alumni success
19. Manage student/faculty interface groups
20. Serving on the Dean's Executive Committee
21. Other duties as assigned

## **QUALIFICATIONS**

### Must have:

1. Commitment to the development, implementation, and coordination of all student affairs related programs and infrastructure
2. Excellent leadership skills
3. A PhD or PsyD from an APA accredited program
4. Experience managing complex organizational tasks
5. A proven track record of writing and approving policies and procedures
6. Experience evaluating program effectiveness
7. Previous experience with conflict resolution
8. Knowledge of accrediting standards, including WASC and APA
9. The ability to analyze complex problems and provide solutions
10. Comprehensive knowledge of the discipline of psychology
11. 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.