



**POSITION POSTING**  
**August 2021**

<b>POSITION TITLE:</b>	<b>Community Psychology Faculty Program Lead</b>
<b>DIVISION:</b>	<b>Academic Affairs</b>
<b>DEPARTMENT:</b>	<b>Academic Affairs</b>

### **OCCUPATIONAL SUMMARY**

Reporting to the Dean of Education and Associate Provost for Academic Affairs, the Faculty member is responsible for leading the Community Psychology graduate program, providing classroom instruction to students in related courses, and mentoring upper-level graduate students. This position works closely and collaboratively with University leadership to achieve a strategic, student-centered approach to academics in support of the University's mission and to integrate the student learning experience with the academic programs of the University.

This position may supervise others.

### **ESSENTIAL JOB FUNCTIONS**

1. Leads and provides oversight of the Community Psychology graduate program.
2. Delivers classroom lectures, facilitates discussions, and provides assignments to be completed outside the classroom.
3. Mentors students for the purpose of obtaining positive progression in the academic curriculum on a semester basis.
4. Demonstrates knowledge of and experience in assessing student learning outcomes.
5. Assigns grades for academic performance.
6. Participates in the student evaluation process.
7. Participates in collegial dialogue with colleagues to keep abreast of new developments and research within the discipline.
8. Engages in scholarship and community service appropriate to the discipline.
9. Maintains posted office hours for availability to students and colleagues.
10. Serves on academic committees as required.
11. Conducts research as required.
12. Submits proposals for grants and fundraising activities.
13. Regularly assesses teaching strategies to assure compliance within operating rules, regulations, policies, and procedures; advises supervisor promptly of any programmatic irregularities.
14. Operates effectively within established budgetary guidelines.
15. Assures the management and integrity of all student data in compliance with all applicable state and federal laws, rules, and regulations.
16. Prepares required reports.
17. Develops relationships and maintains effective communications with diverse groups, internal and external, in support of the institution's mission.
18. Participate in peer review process.
19. Represents institution at functions upon request.
20. Serves on administrative committees as assigned.
21. Performs other duties as required.

### **MINIMUM REQUIREMENTS**

1. Doctoral degree in Clinical Psychology or Counseling Psychology from an accredited college or university required.
2. Instructional classroom experience at the college or university level required.



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**MINIUMUM REQUIREMENTS CONTINUED:**

3. Appreciation and understanding of nontraditional students.
4. Ability to deliver curriculum through online methodologies.
5. Knowledge of Higher Learning Commission accreditation process.
6. Superior presentation and interpersonal skills.
7. Strong organization and management skills, with follow-through.
8. Excellent inductive and deductive reasoning skills
9. Ability to form collegial partnerships with fellow faculty members and to work both independently and collegially.
10. Indiana licensed or license-eligible as a Psychologist, Mental Health Counselor, and/or Addictions Counselor preferred.

**APPLICATION PROCESS**

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

**Martin University**  
**Office of Human Resources**  
**2186 N Sherman Drive**  
**Indianapolis, IN 46218**  
Email: [hresources@martin.edu](mailto:hresources@martin.edu)

This position is open until filled.

**No calls please.**