



POSITION POSTING

May 5, 2017

POSITION TITLE: Psychology (Full-Time)
DIVISION: Academic Affairs and Student Services
DEPARTMENT: Faculty

OCCUPATIONAL SUMMARY

Reporting to the Chair of Faculty & Programs, this Psychology Faculty position, is responsible for providing classroom instruction to undergraduates and graduate students in the Psychology, Addictions Counseling, and Community Psychology programs. The Faculty member 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 does not supervise others.

ESSENTIAL JOB FUNCTIONS

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

MINIMUM REQUIREMENTS

1. Terminal degree from a regionally accredited college or university in clinical or counseling psychology.
2. Three (3) years of instructional classroom experience at the college or university level desired.
3. Knowledge of Higher Learning Commission accreditation process.
4. Superior presentation and interpersonal skills.
5. Strong organization and management skills, with follow-through.
6. Excellent inductive and deductive reasoning skills.
7. Ability to form collegial partnerships with fellow faculty members.
8. Substance abuse treatment certification and /or licensure preferred.
9. History of professional work in the field of substance abuse treatment is preferred.

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This position is full-time, salaried, non-tenured with competitive compensation and benefits package commensurate with qualifications and experience. Individuals interested in Adjunct Faculty openings are also invited to apply.

Positions are open until filled. Interested persons may apply by submitting a letter of application, resume/CV, and three references to:

Martin University
Office of Human Resources
2186 North Sherman Drive
Indianapolis, IN 46218
Email: hresources@martin.edu