

South University Virginia Beach is seeking a Program Director for the Clinical Mental Health Counseling Program. Candidates for this position should have an earned terminal degree in Counseling from a CACREP-accredited program.

Interested persons should contact:

Metoka L. Welch, PhD, NCC
Department Chair
Clinical Mental Health Counseling
mlwelch@southuniversity.edu
Phone: [804-727-6847](tel:804-727-6847) Fax: [804-727-6970](tel:804-727-6970)

Job Summary:

The Program Director is a member of the faculty (rank commensurate with experience) who also holds an administrative appointment related to managing a specific program or programs.

Responsibilities include: classroom instruction, day-to-day program operations, assisting students toward successful program completion and staffing the classroom with instructors who support the mission of the University. The Program Director is co-responsible with the Campus Dean of Academic Affairs for the fiscal well being of the program as it relates to education and helping to maintain/grow enrollment.

The Program Director also participates in activities that promote the stature of the department and the campus and abides by the mandates set by Education Management Corporation, the South University Board of Trustees, University Chancellor, University Vice President – Academic Affairs, Campus President, and the local Executive Committee.

Key Job Elements:

- Perform instructional duties as assigned as outlined in the Faculty job description and in accordance with the provisions of Faculty Supplement to the South University Employee Handbook.
- Select and develop Program Advisory Council (PAC) that meets at least one time per year
- Participates in faculty development each year as required.
- Select, train, develop, manage, and lead regular and adjunct faculty according to the guidelines provided by the Campus Dean of Academic Affairs, the Program Chair and in accordance with the policies and procedures of the University/Campus.
- Effectively administer and grow your assigned academic program including curriculum development, student registration/advisement, community relations and campus relations.
- Support college programs designed to achieve student completion rates as outlined in the five year strategic plan.
- Collaborate with other Academic Program Directors within own school and across schools and with the Department Chair re: scheduling, sharing faculty, curriculum and other.

- Other responsibilities as determined by the Campus Dean of Academic Affairs and Department Chair.

Reports To: Campus Dean of Academic Affairs & Operations, Department Chair, and/or Campus President

Supervises: Instructors

Interacts with: Inside contact encompasses the entire range of personnel. Outside contacts may include community and professional leaders as well as other educators.

POSITION REQUIREMENTS:

- Education: Earned terminal degree in Counseling from a CACREP approved program and a regionally accredited university.
- A minimum of 5 years of post-doctoral experience
- Practical experience in the discipline of the program and knowledge of current clinical best practices.
- Evidence of management experience or potential
- Significant teaching experience at the college level with online teaching experience a plus
- Current state licensure
- Experience with computerized administrative systems. Proficient with the use of standard office applications on personal computers.
- Ability to read, analyze, and interpret accreditation criteria, state agency regulations, and academic journals. Ability to resolve inquiries and complaints from employees, students, regulatory agencies, or members of the academic or business community. Ability to effectively present information to faculty, academic and campus leaders, corporate leaders, and public groups.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position. While performing the duties of this job, the employee is regularly required to communicate professionally in person, over the telephone, through email and other electronic means, move about the office or school, handle various types of media and equipment, and visually or otherwise identify, observe and assess. The employee is occasionally required to lift up to 10 pounds unless otherwise specified in the job description.

Notice

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description. Education Management Corporation is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring employee, student and graduate success. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.