

Online Program Director, Psychology Simmons University

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Posted Dec. 18, 2020, set to expire Apr. 19, 2021

Job Title	Online Program Director, Psychology
Department	
Institution	Simmons University Boston, Massachusetts
Date Posted	Dec. 18, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Psychology - General
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Job Description

Online Program Director, Psychology

Main Campus - Boston, MA

R07284

Since our founding more than a century ago in Boston, Simmons University has been empowering women to become leaders in their lives, careers, and communities. Building on the liberal arts and a commitment to social justice and equity, our [\[url=https://apptrkr.com/get_redirect.php?id=2104325&targetURL=mailto:CompleteDegree@Simmons\]](https://apptrkr.com/get_redirect.php?id=2104325&targetURL=mailto:CompleteDegree@Simmons)Complete online undergraduate programs support the intellectual exploration and professional growth of women all over the country. The online undergraduate program in Psychology at Simmons University serves degree completing adult learners and transfer students.

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The Department of Psychology is housed in the College of Natural, Behavioral, and Health Sciences. We are inviting applications for an Online Program Director to join a collaborative and collegial department committed to providing student-centered, innovative instruction in psychological science to prepare undergraduate students for a diverse range of career paths.

Simmons University strives for inclusive excellence in all aspects of an individual's community experience: One of our strategic goals is to become the most inclusive campus in New England. As a University committed to diversity, equity, and inclusion, we seek candidates with a demonstrated ability to work with students across a broad range of social and personal identities and perspectives. We particularly encourage applications from members of underrepresented groups.

The Online Program Director (OPD) is a faculty leadership role with responsibility for overall program design, development, and delivery, with the goal of creating the optimal student experience and desired student outcomes. In collaboration with a core team across several functional areas of the university (Operations, Financial Aid, Registrar, Technology, Finance, and Legal) and in collaboration with Simmons strategic partner, 2U, the Director must focus on several areas of the program to ensure quality: curriculum, content, faculty, student support, operations, marketing, and profitability.

The OPD works closely with the Department Chair, contributing faculty, and relevant offices to manage the delivery of instruction and student advising and is supported by a Program Specialist who oversees day-to-day operations. The OPD continues to report to their home Department Chair, report program activities annually to the Dean, and represent the online program to the University.

The ideal candidate will understand the needs of adult learners, have experience in online instruction and ideally oversee online education delivery, support Simmons University's commitment to diversity, practice and promote teamwork, be committed to academic excellence, strong communication skills, adhere to high standards of personal conduct, and maintain professional competency.

Program Oversight

- * Forecast course and staffing needs, in partnership with Admissions and 2U
- * Coordinate course offerings for each term (three starts/year), in partnership with academic Department Chair and in coordination with on-the-ground programs
- * Serve as primary program liaison to 2U and relevant University offices, especially Admissions, Marketing, Registrar, and Advising
- * Report program activities annually to Dean

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Academic Responsibility

- * Coordinate course development and revision schedule
- * Coordinate individual course development
- * Participate in ongoing Department curricular planning and periodic program review
- * Serve as instructor for online courses

Student Advising and Engagement

- * Serve as primary faculty contact for matriculated students, including monitoring academic status, resolving student concerns, and verifying graduation requirements
- * With Department Chair assign students to faculty advisors, monitor advising processes, and monitor students' course plans and progress towards their degree objectives
- * Identify student needs to advise Program Specialist, relevant offices, and 2U
- * Work with 2U and College operations team to provide opportunities for student engagement outside the classroom

Faculty Support and Mentoring

- * Serve as primary mentor for course leads and section instructors.
- * Develop and oversee instructor guide or other faculty resources
- * Support academic unit head in identifying full time and adjunct faculty, reviewing applications, hiring and assigning section instructors, and monitoring faculty and adjunct performance
- * Identify faculty needs to advise relevant offices and 2U

Budget Management

- * Oversee the online program budget and prepare reports as needed.
- * Identify budgetary needs to advise Department Chair and Dean
- * Assist Director of Operations and academic unit head with budget planning.

Other Duties

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* Assume other duties as assigned by the Dean.

Qualifications

- * Master's degree required; doctoral degree preferred in Psychology
- * Minimum of three to five years of work experience in as an instructor and/or administrator in online education
- * Prior experience in higher education academic administration preferred
- * Exceptional planning and organizational skills, and proven experience taking initiative and having ownership of projects
- * Must have advanced working knowledge of MS Office Suite, and a strong ability to learn new systems, especially web-based applications and learning tools
- * Experience with online learning platforms and common software strongly preferred, including MS Excel experience with advanced formulas, pivot tables, and charts
- * Excellent communication, analytical thinking, and problem-solving abilities
- * Proven ability to perform duties with a high level of professionalism, flexibility, discretion, judgment, diplomacy, and tact
- * Ability to manage concurrent project timelines, adapt to changing priorities, and meet deadlines
- * Experience with budgetary responsibilities a plus
- * Ability to work well with culturally diverse populations within an organization

Term of Service:

The Online Program Director position will be a 12-month contract. This position is open to candidates seeking to work fully remotely or on our Boston campus.

Required Application Materials:

Please upload all of the following to the resume section of the online application: (1) a cover letter including key qualifications for the position, (2) a curriculum vitae, (3) a statement of teaching philosophy including a list of courses you can teach and, if available, results of previous teaching evaluations or other evidence of teaching effectiveness, and (4) the contact information for at least three professional references. Additional materials can be sent to psychology_search@simmons.edu

Instructions to Applicants: Please upload all applicable application materials (e.g. resume/cv, cover letter, writing sample, teaching philosophy, etc.) in the "Resume/CV" box on page 2 ("My Experience")



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of this application. Documents can be uploaded individually or as a combined document (e.g. PDF).

Simmons University is committed to inclusive excellence in all aspects of an individual's community experience. As a university committed to diversity, equity, and inclusion, Simmons encourages applications from all under-represented groups. Simmons is committed to creating, developing, promoting, and enhancing inclusive hiring practices-at all levels, for all positions-ensuring diverse talent pools and the delivery of a consistent positive candidate experience. Simmons is an equal opportunity employer and is committed to continuing to develop a more diverse faculty, staff, student body, and curriculum.

To apply, visit [\[url=https://apptrkr.com/2104325\]](https://apptrkr.com/2104325)https://simmons.wd1.myworkdayjobs.com/en-US/Simmons-Careers/job/Main-Campus---Boston-MA/Online-Program-Director--Psychology_R07284

Located in Boston's historic Fenway area, Simmons College is a small, private, non-sectarian College which has educated students for enriching careers and purposeful lives since 1899. Working at Simmons means joining a collaborative, diverse and mission-driven community of educators and professionals.

We prepare students to be leaders for themselves, their communities and the world. Our faculty and staff members lead by example - sharing a commitment to excellence and putting the students first.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Simmons University

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