

Managing Assistant Director of Kean Psychological
Services (KPS)
Kean University

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Posted Feb. 13, 2025, set to expire Jun. 15, 2025

Job Title	Managing Assistant Director of Kean Psychological Services (KPS)
Department	Department of Advanced Studies in Psychology
Institution	Kean University Union, New Jersey
Date Posted	Feb. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Psychology - Clinical Psychology - General Psychology - School Psychology - Educational
Job Website	https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/Managing-Assistant-Director-of-Kean-Psychological-Services--KPS---Department-of-Advanced-Studies-in-Psychology_R3364

Apply By Email

Job Description

Reporting to the Dean of the College of Health Professions and Human Services or their designee, and in collaboration with the Chairperson of the Department of Advanced Studies in Psychology, the Managing Assistant Director of Kean Psychological Services (Managing Assistant Director 2) will manage Kean Psychological Services (KPS), the training clinic for the APA- and NASP-accredited Psy.D. program in combined school and clinical psychology. Staffed by approximately 30 student

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clinicians, KPS provides free, evidence-informed intervention and assessment services to the community while also supporting a variety of clinical research initiatives. The Managing Assistant Director is responsible for coordination of all activities related to KPS, working closely with faculty supervisors, program administrators, and doctoral assistants and ensures KPS and its daily operations follow federal and state laws and regulations, as well as university policies and procedures.

This 12-month managerial position will also include teaching and/or supervising in the Psy.D. program and/or the department's NASP-accredited professional diploma in school psychology program. This employee is required to teach in-load courses, which will be assigned through the Chairperson and Dean. Teaching responsibilities include up to twelve (12) credit hours distributed over a twelve (12) month period, from September 1st to August 31st. This may include fall, winter, spring and/or summer teaching assignments. *This position requires travel and a flexible schedule including evening and weekend hours.*

Qualifications: A Doctorate degree in Clinical, Counseling, or School Psychology (or a combined degree involving any of these specialties) and licensure as a Psychologist in the State of New Jersey or license-eligible is required. Prior teaching experience as well as experience with accreditation processes is preferred. Area of clinical specialization is open. Candidate must have excellent customer service skills and written and oral communication skills.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

Attention current Kean University employees (including part-time Student Assistants, Graduate Assistants, Academic Specialists and Adjuncts): Please apply via the internal career site to ensure consideration as an internal candidate. To apply internally, please log into your Workday account and select the Career icon on your homepage to view available positions.

Contact Information

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

Contact

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