



# JOB DESCRIPTION

**Job Title:** Psychology Department Manager  
**Department:** Department of Psychology  
**Reports to:** Office of Academic Affairs

## JOB SUMMARY

Under the guidance of the Department Chair and Associate Chair, the Department Manager will provide leadership, oversight, management and administrative support to the Psychology department, which includes four academic programs: Ph.D., Psy.D., M.S. and undergraduate degrees. This position requires a self-motivated individual with excellent follow-up and execution of deliverables; they must be able to interact effectively and professionally with faculty, senior managers, and colleagues.

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### Essential Functions

The Department Manager is responsible for the full range of management functions in the Psychology Department, including:

- Work as a member of the Psychology Department Leadership Team with the Department Chair, Associate Chair, and department Executive Committee.
- Coordinate and provide administrative support for department faculty meetings.
- Manage and oversee all department staff and student workers.
- Facilitate departmental staff meetings
- Oversee internal and external requests and provide information related to programs and services within the Psychology Department.
- Produce and present detailed reports on departmental key performance indicators (KPI's).
- Manage and maintain the Psychology Department course schedule.
- Develop and implement policies and procedures internal to the Psychology Department.
- Coordinate office schedules and calendars for faculty within the department and assist with maximizing space utilization and track parking availability.
- Develop and/or maintain an organized paper and electronic filing system for the department.
- Perform other related tasks as assigned

### Essential Qualifications

- Familiarity with academic processes and systems in higher education; experience working collaboratively with diverse university offices and personnel.
- Bachelor's Degree or equivalent experience in a similar role is required.
- Progressive work experience in a relevant role within higher education.
- High detail orientation
- Strong interpersonal, leadership and management skills with track record of hiring, developing and mentoring staff.

- Strong verbal and written communication skills including active listening, dynamic flexibility, and critical thinking skills.
- Strong analytical skills and critical thinking to define and solve complex problems quickly.
- Ability to manage multiple priorities/projects simultaneously and deliver quality results on deadlines.
- Excellent attendance and punctuality, collegial and diplomatic behavior at work, and work performance to the satisfaction of management are essential functions of the position.

### **Preferred Qualifications**

- Proficient in Microsoft Office, Google Suite, Docusign and Zoom.

***To apply, please send cover letter and resume to [cbelmodis@paloinyo.edu](mailto:cbelmodis@paloinyo.edu).***