



**Job Title: Practicum Site Coordinator**

**Department: OPAD**

**Reports to: Director of the Office of Professional Advising Development**

## **PRACTICUM SITE COORDINATOR, PhD PROGRAM**

Under the supervision of the PhD Director of Clinical Training (DCT), the person in this full-time position will serve as liaison to all practicum training sites for the PAU PHD Program to ensure site quality, training, policies and procedures are consistent with standards in the profession (APA accreditation, state licensing requirements) as well as PAU site criteria. The Practicum Site Coordinator takes direction from the Associate DCT in order to organize and oversee practicum site visits, create and maintain meaningful relationships with practicum site training directors and supervisors, and ensure clear communication between the University and sites. Successful candidates must be able to engage and support students of color, women, LGBTQ+ students, and other underrepresented groups, and will be interested in participating in initiatives that aim to increase inclusivity. This is a staff appointment with a coterminous Clinician Educator faculty appointment in the Department of Psychology.

The Psychology Department at PAU has two APA-accredited doctoral programs -- a PhD program in Clinical Psychology, and a PsyD Clinical Psychology program conducted in collaboration with the Department of Psychiatry at Stanford University. The Psychology Department also offers an undergraduate completion program in Psychology offering majors in Psychology and Social Action and Business Psychology, as well as a master's program in Psychology with plans for expansion. The PhD program includes three areas of intensive training: classroom instruction, clinical practice, and research. It has seven areas of emphasis: Child and Family, Diversity and Community Mental Health (DCMH), Forensic, LGBTQ, Mindfulness and Meditation, Neuropsychology, and Trauma. PAU operates an in-house community clinic, the Gronowski Center, where all second-year PhD students train. Advanced students are placed at off-site practicum placements around the Bay Area, including VA Medical Centers, community clinics, and schools.

Institutional Information: Palo Alto University (PAU) is a private, nonprofit educational institution, accredited by the Western Association of Schools and Colleges. PAU is dedicated to education with an emphasis in the behavioral and social sciences; to promoting future innovators and leaders for the benefit of society; to generating knowledge through research and scholarship of the highest level; and to providing services to the community informed by science and scholarship. PAU offers a collegial and productive work environment in the San Francisco Bay Area, a competitive salary, and an attractive benefits package. The students at PAU reflect the diversity of the area, are engaged in their education, and committed to improving the lives of others. PAU's core values include social justice and cultural competency. PAU is a private,

nonprofit educational institution, accredited by the Western Association of Schools and Colleges, and is an Equal Opportunity/Affirmative Action Employer.

## **JOB DESCRIPTION**

The individual in this full-time position will serve as liaison to all practicum training sites (approximately 100) for the PAU PhD Program to ensure site quality, training, policies, and procedures are consistent with standards in the profession (APA accreditation, state licensing requirements) as well as with PAU site criteria. The individual will also support the Associate DCT, as needed. Specific tasks are listed below.

- Track and maintain accurate records pertaining to practicum sites, including contracts, memoranda of understanding, and contact information
- Coordinate, track, and perform site visits to full and supplemental practicum sites.
- Update, approve, and maintain forms related to practicum training sites, including site agreements and site visit forms. Maintain accurate records of site visits and data collected at site visits. Produce reports related to site visits as needed.
- Collaborate with the DCT and Associate DCT in response to concerns identified at practicum sites.
- Serve as a liaison between practicum site supervisors/training directors and the University; maintain communication with sites to ensure clarity regarding PAU procedures and requirements such as deadlines, student evaluation policies, and PAU criteria for practicum sites.
- Maintain updated memoranda of understanding with sites as needed.
- Collaborate with other schools and programs as needed to address site needs and concerns.
- Assist with new site development and quality assurance.
- Collaborate with Palo Alto VA liaison to ensure site description accuracy.
- Develop supplemental practicum experience sites, including tracking open supplemental experiences, communicating about open sites to students, and tracking all related data.
- Coordinate with other PhD staff and faculty, as needed, to ensure clear and comprehensive processes for site visits, maintenance of site records, and policies pertaining to practicum sites.
- Oversee accounting of student clinical training hours.
- Teaching or co-teaching PRAC 830 Practicum Forum and other clinical training preparation classes.
- Attend quarterly BAPIC meetings
- Assist with BAPIC match process
- Other tasks as assigned

## **QUALIFICATIONS**

- Doctoral degree in clinical or counseling psychology from an APA-accredited program
- Completion of an APA-accredited internship
- Licensed or license eligible in California as a doctoral-level psychologist
- Demonstrated commitment to diversity, equity, and inclusion in higher education
- Demonstrated excellent interpersonal skills and experience working with students, faculty and clinical supervisors who represent a wide range of ethnically and culturally diverse, marginalized, and underrepresented groups
- Excellent communication and interpersonal skills in video conferencing, in-person interactions, email and chat
- Minimum of two years of postgraduate professional experience; clinical training, supervision, and administrative experience preferred

## **SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of APA core clinical competencies, standards of accreditation (especially related to clinical training), and licensing in health service psychology
- Ability to interact effectively as a team member and work collaboratively with other departments
- Proficiency with Microsoft Office, web browsers, and relational databases, preferably Zoho. Previous experience working with, and/or managing data in an administrative capacity preferred.
- Excellent organizational skills and strong attention to detail
- Ability to communicate effectively with an ethnically and culturally diverse campus and training community

**TO APPLY:** Submit the following: 1) a curriculum vitae; 2) a cover letter detailing your interest in the position, how your experience would enhance what PAU currently provides or could provide in the future, your relevant qualifications, and your salary requirements; and 3) the names and e-mail addresses for three references (include within cover letter). Submit all materials electronically, with “Practicum Site Coordinator” in the subject line, to opadphd@paloaltou.edu. Review of applications will begin as applications are received and will continue until the position is filled. The position is scheduled to begin as soon as is viable after it is filled.