

Job Description
Full Time Faculty Position – Assistant professor level

Vision Statement

“The Adler Graduate School will be a leader in empowering and developing mental health professionals to transform society through social interest in action.”

Mission Statement

“Preparing mental health professionals with a strong Adlerian foundation to foster encouragement, collaboration, and a sense of belonging to the individuals, families, and the culturally diverse communities they serve.”

JOB TITLE: Full Time Faculty

APPLICATION DEADLINE: Open until filled.

GENERAL STATEMENT OF DUTIES: Teach 15 credits a year and assist the program director in administrative functions. This is a continuous 12-month, non-tenure track position.

SUPERVISION RECEIVED: Reports to Co-Chairs of the Counseling Program

SUPERVISION EXERCISED: None

ESSENTIAL FUNCTIONS:

1. Full time Faculty to teach 15 credits.
2. Service functions:
 - a. Assist Program Chairs in program administration, including: scheduling; monitoring program admissions, and enrollment; transcript reviews; degree audits; and other duties as assigned.
 - b. Contribute to program assessment evaluation by performing functions assigned by Chairs.
 - c. Coordinate teaching assignments within the program and communicate program course schedule(s) to the faculty and staff.
 - d. Regular attendance in committee forums.
 - e. Conduct or assist with personal, professional, or career-related conversations with students.
 - f. Other duties as assigned.

QUALIFICATIONS:

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1. Doctorate from a CACREP-accredited program is preferred. Minimum requirement is current enrollment in a CACREP-accredited doctoral program in counselor education and supervision or related field (needs to meet 2016 CACREP standards).
2. Current Licensure in marriage and family therapy or mental health is preferred.
5. Minimum of five years of direct client service in professional counseling or marriage and family therapy, required if the applicant does not have a doctoral degree in counselor education and supervision.
6. Three-plus years of teaching experience is required. Higher education teaching experience, especially at the graduate level, is preferred.
7. Experience with learning or teaching in an online setting preferred.
8. Formal training in Adlerian Psychology or commitment to developing proficiency in Adlerian Psychology in alignment with the Mission, Vision, and Values of the Adler Graduate School is required.

PROFESSIONAL IDENTITY

1. Understanding and demonstration of professional skills and abilities related to the field of professional counseling/marriage and family therapy.
2. Commitment to contributing to the increase of diversity within the organization and to work with an increasingly diverse academic community and community at-large.
2. Knowledge of and commitment to the ethical principles that guide the practice of professionals in the field.
3. Membership and participation in counseling professional organizations.
4. Ability to work effectively with students, alumni, faculty, staff, and organizations in the external community.
5. Ability to assess students' level of performance and skills as a professional counselor/marriage and family therapist.
6. Ability to serve as a community ambassador for the program and Adler Graduate School.

SKILLS:

1. Superior written and oral communication skills, including significant use of the phone, speaking with the public and producing written materials.

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2. Technological proficient in Microsoft Office programs and willingness to learn other computer programs as needed.
3. Knowledge of learning management systems, e.g., Moodle, Blackboard.
4. Strong ability to handle multiple projects simultaneously and set priorities.

PHYSICAL/MENTAL DEMANDS:

Prolonged periods of sitting, often while working on a keyboard; some periods of standing; light lifting; and general office work.

Work may require flexibility in scheduling hours of work and, in general, a professional's orientation to task completion.

ENVIRONMENTAL/WORKING CONDITIONS:

The work setting is an educational environment and involves frequent contact with students, alumni, faculty, staff, and the public. Work may be stressful at times.

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.

Adler Graduate School (AGS) does not discriminate on the basis of race, creed, color, national origin, religion, sex, age, disability, sexual orientation, veteran status, marital status, familial status, public assistance, or local human rights commission activity in employment of faculty or staff, admission or treatment of students, or operation of educational programs and activities. AGS is committed to providing equal education and employment opportunities in accordance with all applicable Federal and State laws, including Title IX of the Education Amendments of 1972.

Interested applicants should send a resume, cover letter, and three professional references to Allison Zapata, Human Resources Assistant at Allison.zapata@alfredadler.edu.

April, 2018