



in cooperation with



Job Description

Director of the Psychology Programs:

We are looking to hire a director for our undergraduate and graduate programs in psychology. The Director will be responsible for ensuring the smooth operations of the two programs, overseeing the administration of the Hellenic American College Counseling Center, and promoting excellence in teaching.

Required qualifications:

- A Ph.D. or Psy.D. in clinical/counseling psychology, or related field.
- Teaching experience in undergraduate and/or graduate programs.
- Excellent communication skills in English.
- Track record of engagement with research activities

Other skills

- Strong interpersonal skills
- Aptitude for teamwork and commitment to students/faculty
- Strong management and organizational skills.

Key responsibilities include:

- Recruit and mentor faculty to teach in the program.
- Cooperate closely with the Provost, the Office of Academic Affairs, and the Registrar to ensure smooth academic operations of the programs.
- Cooperate with the Registrar's Office in scheduling and staffing courses.
- Lead the development of curricula.
- Cooperate with the Director of the General Education program.
- Cooperate with the Admissions and Marketing departments to advance the programs' outreach.
- Conduct program assessment (comprehensive or annual) in line with University policies.
- Teach courses in the undergraduate and/or graduate programs.
- Mentor students

Application: candidates should send a cover letter and a current CV including contact details to academicaffairs@hauniv.edu