

## Director of Dissertation Office

**Supervisor:** Provost and Chief Academic Officer

**Location:** Costa Mesa or Palo Alto, CA

**Classification:** .75 FTE, Exempt

Sofia University seeks to appoint a Director of the Dissertation Office. Reporting to the Provost and Chief Academic Officer, the Director is responsible for both the department's academic integrity and operational efficiency. This .75 FTE position provides services to doctoral students and their faculty on all facets of the dissertation for the PhD in Transpersonal Psychology and PsyD in Clinical Psychology degrees. As part of the Academic team, the Director sits on the Provost's Council and endeavors to adhere to policies and practices developed by that body and the individual Program Chairs, and is charged with monitoring the impact of these policies and practices on students and faculty as well as proposing new policies. Emphasis is placed on supporting students throughout the dissertation process and facilitating their degree completion.

The Director is located at either Sofia University's Costa Mesa or Palo Alto, CA campus.

### Essentials Functions and Responsibilities

Administrative, curricular and instructional responsibilities include but not limited to:

- Maintain and communicate all policies and procedures related to faculty and student engagement with the dissertation process
- Evaluate the efficacy of existing policies and procedures, and propose new and revised policies to the Provost and governance committees
- Monitor student progress and registration in the appropriate course within the dissertation sequence; in collaboration with Program Chairs and the Dean of Student Services, ensure students' continuous and successful enrollment through completion of degree requirements
- Develop the quarterly schedule for dissertation course offerings, including coordination with the Registrar on faculty sections and with Human Resources on faculty contracts and compensation
- Supervise and train the team of approved editors who work with doctoral students at the conclusion of the dissertation process
- Evaluate the credentials of faculty proposed to serve as dissertation chairs or committee members, and collaborate with Human Resources on the filing of all hiring paperwork and documentation
- Develop content for each course in the dissertation sequence and engage in related assessment activities
- Train faculty in their responsibilities regarding each phase of the dissertation sequence, including review of student work in Canvas, grading, reporting leaves of absences, etc.
- Supervise the work of editors, work study assistants, and others who may be hired as budgets permit
- Additional duties as assigned

The Director may request a teaching assignment (for additional compensation) based on instructional needs of the programs and disciplinary qualifications.

### **Minimum Qualifications**

- Master’s degree in an academic discipline represented by Sofia University graduate degree programs or a closely related field in education, the humanities or social sciences
- Experience in student advising and retention
- Experience with the design and delivery of online courses

### **Preferred Qualifications**

- Doctoral degree in an academic discipline related to the PhD in Transpersonal Psychology, PsyD in Clinical Psychology, or a closely related field in education, the humanities or social sciences.
- Experience with Canvas LMS and implementation of “best practices” in online education
- Strong organizational skills along with an understanding of the rigors and standards of doctoral education
- Previous work as a Dissertation Advisor or Committee Member and in academic administration at the level of (Assistant) Department or Program Chair
- Demonstrated engagement with learning outcomes assessment planning and implementation

### **Sofia University**

Since 1975, Sofia University has aspired to be a leader in transformative higher education, offering students an education that transcends a traditional learning environment. Students, staff, and faculty of Sofia are passionate individuals who recognize the need to be a part of something greater than themselves and who seek opportunities to empower themselves and their communities. As Sofia continues to grow as a University, it remains committed to its transformative transpersonal values, as well as to maintaining a high-quality and diverse workforce representative of the community it services. Founded as the Institute of Transpersonal Psychology, Sofia University is WSCUC accredited and offers undergraduate, master’s, and doctoral degree programs. Located in Palo Alto, California, with a branch campus in Costa Mesa, California, the University provides both on-campus and online programs, giving students the flexibility to further an education rooted in transformative and transpersonal values, in a format that best suits their schedule and needs.

Sofia University is an equal opportunity employer.

### **Applications**

Review of applications begins immediately and will continue until the position is filled. Submit a single application document (cover letter, resume or CV, list of references) as a PDF to: [hrapplications@sofia.edu](mailto:hrapplications@sofia.edu). Use the subject heading: Director Application-Yourlastname

Starting date is no later than July 1, 2020.