



JOB ANNOUNCEMENT

Grounded in its social justice heritage, Pacific Oaks College prepares students to be culturally intelligent agents of change serving diverse communities in the fields of human development, education, and related family studies. Central to the Quaker tradition and history of Pacific Oaks is the value we place on the individual. This translates into core values we live by at Pacific Oaks of **People, Diversity, Social Justice, and Participatory Decision-Making.**

ADMINISTRATIVE FACULTY – ACADEMIC COORDINATOR SCHOOL OF CULTURAL AND FAMILY PSYCHOLOGY SAN JOSE

To obtain full details and be considered for this or other opportunities, please submit your application at www.pacificoaks.edu/Careers

The Administrative Faculty- Academic Coordinator teaches a minimum of 9 units per academic year and coordinates the MFT academic programs at the San Jose Brach Campus. This position requires professionalism, diplomacy, discretion and integrity in all areas of responsibility. The position represents the MFT Department and the School of Cultural and Family Psychology while cultivating and maintaining positive working relationships with key people and entire departments throughout the College, our community partners and the Board of Behavioral Sciences. The responsibilities of this position extend toward greater service to the College.

This position is located in **San Jose** and reports directly to the Associate Dean of School of Cultural and Family Psychology with a dotted line to the Campus Dean in San Jose.

ESSENTIAL KNOWLEDGE, SKILLS and ABILITIES:

- Understanding of culturally attuned clinical work and supervision for culture centered MFT programs
- Must have excellent communication, organizational, writing, editorial and project management skills
- Ability to handle multiple tasks in a fast-paced environment with sensitivity to the needs of a diverse population
- Ability to establish and maintain effective and professional relationships with students, administration, faculty, adjunct faculty, professional consultants and representatives from all levels of management while maintaining integrity and confidentiality
- Understanding of all state regulations relating to the discipline of Marriage and Family Therapy, especially those regulating the clinical training of MFT graduate students.
- Ability to assure that the Clinical Training Protocol of the MFT Department is in full compliance with BBS regulations.



JOB ANNOUNCEMENT

POSITION QUALIFICATIONS:

- Available to work a minimum 5-day work week
- PhD, Psy.D. in the mental health field, license preferred.
- Clinical or Administrative Experience in Mental Health Services: minimum 3 years
- Clinical Supervisory experience for pre masters trainees or post masters interns preferred
- A minimum of 3 years of teaching experience in higher education preferred
- Demonstrated knowledge and proficiency with technology such as, MS Office (Word and Excel) Go-to-Meetings, and eCollege
- Supervisory experience preferred

Pacific Oaks offers a generous compensation and benefits package, as well as the opportunity to work for a leader in the field of diversity and social justice. Some of our key benefits include: generous paid time-off, medical, vision, and dental coverage, company-paid life and disability insurance, 403b with employer contribution, multiple flexible spending accounts (FSA), tuition discount, and other perks.

Pacific Oaks is an affiliate of TCS Education System. To apply for this position or others, visit our Careers' Page at: www.pacificoaks.edu

Pacific Oaks participates in E-Verify and verifies identity and employment eligibility of all persons hired through E-Verify.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Pacific Oaks offers equal employment opportunities to all persons without regard to race, color, ethnicity, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, parental status, housing status, source of income or military status, in accordance with applicable federal, state and local EEO laws.