

Grade 58 – Associate Director of Undergraduate Studies

The Department of Psychology seeks an Associate Director of Undergraduate Studies (ADUS). The ADUS will provide support and advice to the Department Chair, the Director of Undergraduate Studies (DUS) and other faculty members on planning, growth, and the overall management of the undergraduate academic program (over 300 students / 50 courses). (S)he will oversee strategic academic planning; will assess and recommend undergraduate curricular changes to the Departmental faculty and participate in implementing such changes. (S)he will report jointly to the DUS and the Director of Administration.

Duties & Responsibilities:

- Works closely with the DUS on all high-level decision making involving the Psychology undergraduate program and curriculum.
- Advises undergraduates in all aspects of the concentration. Provides discipline-specific, specialized faculty-level advising on substantive psychological topics, psychological research, and sub-fields of the discipline as well as the integration of psychology in interdisciplinary study.
- Makes all assessments of concentration credit eligibility/equivalency for psychology courses, including for study abroad and transfer credit.
- Evaluates undergraduate policies, programs, and courses, and assists with the integration of local and college-wide initiatives and changes. Suggests, drafts and facilitates the communication of these initiatives and changes.
- Responsible for overall strategic planning for entire undergraduate curriculum and faculty-level oversight for all courses for which the DUS is course head.
- Supports the Department's Curriculum Committee to include working with faculty to review lecturer and visiting professor candidates and identifies undergraduate instructional needs.
- Coordinates adjunct faculty hiring, orientation and integration into the department. Assists the DUS with new faculty teaching orientation. Recruits, hires and oversees Lecturers, Harvard College Fellows, Preceptors, and tutorial instructors.
- Assists ladder and non-ladder faculty with developing and revising course content and implementing effective pedagogy. Oversees the Psychology Preceptor in her role implementing the syllabus review and orientation program for new instructors.
- Attends, supports and represents the DUS at external meetings and University committees.
- Coordinates high-level efforts with the Office of Undergraduate Education, the Office of Undergraduate Research and Fellowships, the Advising Programs Office, the Office of International Education, and the Committee on the Use of Human Subjects.
- Works as a team member with Student Services Office staff to implement programs, provide coverage of duties and to prepare and update informational material for concentration website and in college publications.
- Holds primary responsibility for generating all original content for high-level reports on the undergraduate program and curriculum including the Annual Academic Plan and Visiting Committee reports.

- Provides faculty-level review and funding recommendations of undergraduate grant applications for Harvard College Research Program and Mind/Brain/Behavior Initiative's summer research grant program.
- Collaborates with Allston Burr Assistant Deans in Houses to identify and support students with unusual or challenging academic or personal issues.
- Participates in graduate student training in pedagogy and curriculum by providing direct support and advice to teaching fellows.
- Provides suggestions about Life Science curriculum at Harvard, attends Adviser Meetings, participates in Life Science events and initiatives.
- Manages the Undergraduate Program Coordinator and works directly with the Staff Assistant in the Undergraduate Office.
- Attends Departmental faculty meetings as necessary.

Basic Qualifications: M.A./M.S. required. Demonstrated excellence in course development and design and pedagogy. Experience and skills with respect to academic planning, curriculum, and policy. Experience working with individual undergraduates and with empirical research.

Additional Qualifications: Ph.D. in Psychology preferred. Strong written and oral communication skills necessary, plus a history of productive and inspired interaction with undergraduates. A high level of competence and a demanding combination of academic, teaching, administrative, managerial, organizational and interpersonal skills. A demonstrated commitment to undergraduate education and mentoring, and an ability to work with diverse constituencies. Knowledge of the Undergraduate Program in Harvard Psychology and its undergraduate curriculum. Knowledge of the Undergraduate Program at Harvard College.

Additional Information: All formal offers will be made by FAS Human Resources. When applying for this position, please submit your CV/resume and cover letter in our preferred format as one, combined document (resume followed by cover letter).

Pre-Employment Screening: Identity

EEO Statement: We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.

How to Apply: Go to: <https://hr.harvard.edu/jobs> , go to "Search Jobs" and apply to Aspire Requisition #42783BR. Please contact Mark Gerstel, Director of Administration, email: mgerstel@wjh.harvard.edu with any questions.