



Cummings Graduate Institute for Behavioral Health Studies
16515 S. 40th Street, Suite 143, Phoenix, AZ 85048
Office - (480)-285-1761 Fax - (480)-999-5641
www.cgi.edu

Position: Assistant Director of Master Degree Programs

Human Resources Contact:

Amanda Harrison
Chief Operating Officer
aharrison@cgi.edu

How to Apply:

1. Deadline to Apply: January 15th, 2021
 - a. Applications will be reviewed until the vacancy is filled.
2. Email Amanda Harrison (contact information above) the following documents:
 - a. Cover letter with description of why you are seeking this position
 - b. Current resume or CV
 - c. Unofficial transcript from highest degree earned (**official will be required if offered the job*)
 - d. Include preferred start date

About the Institute:

The Cummings Graduate Institute for Behavioral Health Studies is an accredited educational institute that offers graduate and professional behavioral health education through a virtual online campus. The institute delivers graduate and post-graduate training to mental health and allied health professionals.

Organizational Structure and Culture:

Cummings Graduate Institute for Behavioral Health Studies is a human centered organization delivering accessible, high-quality, online education to shape tomorrow's healthcare leaders. We have characteristics of both a flat and holacratic organization, as our team members see what needs to be done and do it, fulfilling duties and responsibilities as articulated by the institute and our students. All team members have the opportunity to work in function teams, share input and recommendations on a daily basis, and do what they do best. Information is openly accessible and issues are processed within the organization during special and ongoing meetings.

Job Summary:

Assists leadership to plan, organize, and manage all of the activities related to academic operations, including day-to-day operations of courses, curriculum, student advising, and oversight of Master Degree Programs. In addition, the Assistant Director of Master Degree Programs mentors students and instructs them in courses throughout their tenure in the program.

Essential Duties and Responsibilities - Curriculum & Instruction:

- In collaboration with the Director of Electronic Campus and Program Director, applies knowledge of subject matter, faculty development, student academic and career success, and higher education leadership to develop and improve master degree program and other CGI programs as needed
- Develops an advisory council to provide workforce and industry intelligence that drives program curriculum content
- Designs and teaches at least one course per term in the program
- Works closely with the Curriculum and Instructional Design Team (CIDT) to design instructional policies related to best practices for adult & professional learners in 100% online learning environment, which will include the following:



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- Identifying the best and brightest faculty members for the program and assisting them in designing and instructing each program course
- Advising the CIDT on updates needed for each course, inclusive of textbook or other required reading resource updates, technology improvements, course material updates, topics, modules, assessments of learning, and course learning outcomes
- Ensures that program content is in alignment with workforce needs

Essential Duties and Responsibilities - Advising:

- Serves as an advisor and mentor to students during their enrollment at CGI
- Works in collaboration with the Operations team to ensure student success, including participation in enrollment and retention efforts and processes, academic advising protocol, and promotion of student engagement efforts

Essential Duties and Responsibilities - Admissions:

- Reviews student applications and participates in Admissions Interviews as a member of the Admissions Committee
- Assists with review of transfer credit requests
- Collaborates with Admissions Coordinator to support information sessions, answering prospective student questions
- Promotes and enhances diversity and inclusion among the student body and faculty

Essential Duties and Responsibilities - Retention & Student Services:

- Oversees masters degree student advising and retention, tracks student progress from pre-enrollment to graduation, completes necessary interventions for retention efforts, assists with coordination of graduation and graduate recognition efforts, seeks opportunities for student participation in conferences, and seeks student grant opportunities
- Assists and collaborates with enrollment coordinator, registrar, and bursar
- Pro-actively monitors student Satisfactory Academic Progress (SAP) through weekly academic status check faculty emails, identifying students who require Academic Enhancement Plans (AEPs), and designing and implementing appropriate intervention strategies to assist students in danger to return to healthy academic status
- Works with advisors to review graduation requirements for students prior to beginning CP coursework to determine deficiencies and create and implement plans to rectify to return students to on-track status
- Works with Assistant Director of Student Services to coordinate disability services plans for students, to include developing reasonable academic accommodations plans for students with documented learning disabilities or other special learning circumstances, and communication of plans to appropriate students and faculty. Acts as an advocate for the needs of students with disabilities

Essential Duties and Responsibilities - Program Leadership

- Provides leadership in writing, updating, and reviewing student handbook policies & procedures, and assists with updates needed to Institute Catalog
- Reviews and analyzes data from student, alumni, & graduate surveys and provides leadership to inform future practices, strategies and initiatives to improve student satisfaction, learning, and graduate outcomes
- Monitors the higher education regulatory landscape and ensures all program policies and practices are compliant with state, federal, and accreditation rules and standards.
- Researches new opportunities and services that can be offered to students



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Additional Responsibilities:

- Proficiency in use of all MS Office and Google Drive products, cloud applications and storage, use of email and internet
- Experience in using Student Information System and Learning Management System
- This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Chief Executive Officer and/or Chief Operating Officer.

Minimum Requirements:

- Doctoral degree
 - *Preferred in healthcare, behavioral health, management, administration, public health, Health IT, or related field required, degree must be awarded by a accredited university or college*
- Direct experience in any of the following areas: academic operations, higher education administration, student services, teaching within higher education
- Preferred 3 or more years of direct leadership experience in a postsecondary education setting
- Experience in leading a team of faculty and/or staff required, 3 or more years preferred
- A proven record in working successfully with diverse populations
- A changemaker, innovative attitude
- Ability to collaborate effectively with cross-functional work-groups, problem solve, and prioritize action-oriented solutions
- Excellent interpersonal, oral, and written communication skills

Pay, Benefits, & Work Schedule

- Salary Range: \$50,000 - \$60,000
- Hours: Full-time (40 hours per week). Cummings Graduate Institute operations Monday through Friday with occasional weekends if needed, but advance notice will be given.
- Benefits: This position is eligible for medical, vision, dental, and 401k retirement savings plans.
- Schedule: After initial onboarding, training, and evaluation by the supervisor an agreed upon schedule will be determined by employee and supervisor.
- Location: Phoenix, AZ preferred
- Ability to Work From Home: Yes, all CGI positions are functioning remotely as this time.

Travel:

This position is based in Phoenix, Arizona, however occasional overnight travel is required. Advanced notice will be provided.

Equal Employment Opportunity

Cummings Graduate Institute for Behavioral Health Studies is an Equal Employment Opportunity employer. It is against Cummings Graduate Institute's policy for any employee to discriminate against an applicant for employment on the basis of age, color, disability, gender identity or expression, national origin, race, religion, creed, sex, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal or local law.