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## Program Head, Psychology - UGH - FT Administration

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### Find Your Spot at Guelph-Humber

At Guelph-Humber, our career paths open a world of infinite possibilities for you to explore. People are at the heart of the Guelph-Humber experience. Here, every day we work shoulder to shoulder to deliver excellence, and in doing so, we redefine what it means to be a leader in providing an education combining theory and practice. The University of Guelph-Humber is known for its commitment to student learning, student engagement and the student experience. It is a unique place, with a distinctive campus culture. Guelph-Humber employees are a diverse group of committed, caring and fun-loving people.

We take finding and growing the right talent very seriously. We strive to find and nurture extraordinary employees who bring their best each day.

If you are interested in working in higher education and are looking to contribute to a unique university-college collaboration as we shape the future of our students and communities, here is your opportunity to join our team.

### Job Details

**Position Title:** Program Head of Psychology

**Status:** Full-Time Administration

**Hours:** 37,5 hours per week

**Faculty/Department:** University of Guelph-Humber, Psychology

**Campus/Location:** North Campus/hybrid work environment combining in office collaboration and remote working.

**Salary:** Adm 8 - \$119,074 to \$178,611

**What you will do:**

Ideal candidates for this position will be dynamic, innovative, engaged academics with an earned doctorate and an excellent scholarly and professional record in service, teaching, and research in psychology. Candidates should be committed to working effectively with, and being highly visible and accessible to, key stakeholders, including faculty, staff, students, and with alumni and potential employers, in enhancing the success of the university and its programs. Strong networking and relationship building skills are essential, as it will be important to understand multiple perspectives and work closely with other campus departments.

Reporting to the Vice-Provost and Chief Academic Officer, the Psychology Program Head provides academic and administrative leadership to the university's psychology department. This position coordinates the psychology program, supervises, and strategizes to ensure it is a success.

The successful candidate will be an inspiring and innovative leader with outstanding communication and interpersonal skills, an open and collegial style, and the ability to effectively champion and advocate for the university. They should also be adaptive, and willing to consider new approaches. The Program Head will have the ability to resolve conflict, bringing a creative approach to opportunity generation and problem solving. They will also possess the ability to inspire and support others and to build and sustain positive relationships with all constituents.

**What you bring to the role:****Education:**

- The successful candidate will have a doctorate in psychology.

**Experience and Skills**

The successful candidate will have a PhD with a proven track record in teaching and success in managing a post-secondary program. Minimum five years of directly related senior management experience, preferably within the university, public interest, or education sectors.

Recent experience working to support the needs of a diverse undergraduate student body would be an asset. Demonstrated success in leading people to achieve exemplary performance and outcomes is essential.

**In addition, the successful candidate will have/be:**

- An educator with a strong commitment to pedagogy, student engagement and curricular excellence.
- Demonstrated experience in supporting curriculum planning, and academic program delivery.
- Excellent awareness and a commitment to considering equity, diversity, and inclusion in decision making, and communication approaches.
- Significant service experience, particularly in leadership roles, within a post-secondary setting.
- The ability to prioritize and respond to situations in a timely manner and mediate conflicting interests.
- A high standard of professionalism in personal interactions with staff, faculty, and students, and instill, by example, an expectation of high standards in colleagues.
- The ability to remain impartial when dealing with students, faculty, staff, especially in reviewing academic matters including academic misconduct proceedings.
- The ability to delegate, motivate, and provide opportunities for others.
- The skill to manage budgets and allocate resources effectively.
- A high level of emotional intelligence.

**Activities:**

- Manage departmental activities that promote student success and alumni engagement.
- Support the quality assurance processes within the university by administering a continuous curriculum improvement strategy.
- Chair the department's curriculum committee to strengthen the academic program through curricular innovation and renewal.
- Implement recommendations for the Indigenization of the university's curriculum.
- Work to enhance university presence internationally by promoting opportunities for domestic students.
- Develop and implement initiatives to support equity, inclusion, and diversity.
- Represent the university on a variety of campus committees.
- Advocate for, and provide mentorship to, staff, faculty, and students, as appropriate.
- Resolve collaboratively program administrative issues.
- Advance initiatives to enhance the program, experiential learning, and career readiness.
- Participate in Student Life and orientation activities throughout the year.
- Support recruitment and placement activities.
- Manage the budget and financial resources related to the program.

**What's In it for you?**

- Highly supportive work environment.
- A diverse and committed team of colleagues who care about each other.

- An opportunity to have an impact with an institution, poised to do great things.
- Tools and technology that will allow you to succeed at your job.
- Work /Life balance with above-average days off due to university closure schedules.

### **Application Process**

Applications should be submitted electronically through the Humber College Careers Portal by February 8, 2023. Applications should include: a detailed curriculum vitae and a cover letter indicating how you meet some or all of the criteria.

At the University of Guelph-Humber we don't just accept difference — we celebrate it! Experience comes in many forms, skills are transferable, and a progressive mindset goes a long way at Guelph-Humber. If your experience is close to what we're looking for, consider applying and tell us why you are a great candidate for this job. Find your spot at Guelph-Humber!

We thank you for your interest in working with the University of Guelph-Humber. Only applicants selected for an interview will be contacted.

All applications will be reviewed beginning February 9, 2023.

### **Equity, Diversity, and Inclusion**

The University of Guelph-Humber is committed to a workforce that reflects the diversity of our students and our city. We actively seek Indigenous Peoples and individuals from equity-deserving groups with demonstrated skills and knowledge to deal with all aspects of equity, diversity, and inclusion in a post-secondary environment.

### **Accommodation**

The University of Guelph-Humber is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Our HR Talent Acquisition team will work with applicants requesting accommodations at any stage of the hiring process. This document is available in alternate formats upon request.

### **Anti-Discrimination Statement**

At the University of Guelph-Humber, all forms of discrimination and harassment are prohibited. Students and employees have the right to study, live and work in an environment that is free from discrimination and harassment. If you need assistance on concerns related to discrimination and harassment, please contact the Centre for Human Rights, Equity and Inclusion or the Office of Student Conduct.

**Hours Per Week** 37.5

**Position Type** FT Administration

**Minimum Salary** 119,074.00

**Maximum Salary** 178,611.00

**Work Locations** North Campus 205 Humber College Blvd. Etobicoke M9W 5L7

**Job Family** Academic Administration

**Deadline to Apply** February 8, 2023

**Job Posting** 1/9/23

**Department** University of Guelph-Humber - Psychology

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