1-1 Psychology Master's Program Director- TEXAS A&M UNIVERSITY. The Department of Psychological and Brain Sciences (http://psychology.tamu.edu) at Texas A&M University invites applications for a non-tenure track Instructional Assistant Professor position, to begin ideally December 1, 2017. The successful candidate will facilitate launching and maintaining a highly regarded terminal master's program in I/0 psychology. We seek candidates who are enthusiastic about the opportunity to develop this new program, mentor master's students, and build connections to local and national corporations. Applicants should have a strong record of instruction and a commitment to graduate education. A master's in Industrial/Organizational psychology or a closely-related field is required; Ph.D. is preferred. To apply, please send electronic copies of a letter of intent, curriculum vitae, evidence of teaching experience, and 3 reference letters to Jeannine Scambray at industrial.organizational@tamu.edu The search committee will begin reviewing applications immediately and will continue to review new applications until the position is filled. Texas A&M University is an Equal Opportunity Employer and has a policy of being responsive to the needs of dual-career couples.

Individual responsible for hire: Heather Lench

Master's in Science Industrial/Organizational Psychology (MSIOP) Program Director Job Description, TAMU

- Oversee day-to-day operations of the MSIOP program
- Serve as the first point of contact to all MSIOP students concerning program-related questions or concerns and work with students to help them resolve any issues
- Mentor students on professional issues, networking advice, internship/job preparation, and career options by meeting with them individually, as a group, and giving them opportunities to receive feedback on their application materials (e.g., CV) and interview preparation
- Teach 2 master's level classes a year in the program
- Develop the program curriculum that is consistent with SlOP's Education and Training Guidelines and responsive to the needs of today's employers. Update the curriculum as needed over time
- Recruit potential program applicants and respond to emails and requests for information and campus visits. Work to increase the number and quality of applications received each year. Monitor the number of applications received and pursue remedies if the number and quality of applicants declines
- Serve as the main point-of-contact and thus primary correspondent to all prospective applicants and applicants to the program throughout the year
- Maintain an up-to-date and professional presence of the program on the web, social media, and other recruitment materials (e.g., brochures)
- Review applications and make initial recommendations for extending offers and wait list
- Maintain and track changes in data concerning applicants, students, and alumni including but not limited to demographics, admissions statistics, contact information, internship, and job placements
- Make decisions concerning who to extend scholarships to each year
- Work with the Associate Head of Programs to determine faculty assignments to courses in

the M.S. program to ensure all necessary courses are staffed
- As needed, recruit and secure commitments from adjuncts to teach courses in the program
- Facilitate onboarding of new students and conduct an orientation
- Identify internship opportunities and facilitate student placement
- Facilitate communication about job opportunities to current students and alumni
- Track program accomplishments
- Regularly review practices and characteristics of comparable programs at other schools to ensure quality and competitive up-to-date practices
- Ensure information about the program is up-to-date on the SIOP website, department website, graduate student handbook, and graduate catalog
- Network with industry and consulting firm representatives to facilitate relationships that lead to internships, job placements, and possibly research opportunities
- Gather program assessment data to meet university reporting requirements and report to university each year (e.g., survey of graduating students)
- Serve as the primary point-of-contact to internship sponsors/supervisors to ensure all internship placements result in a mutually beneficial experience
- Attend the SlOP conference annually and HAIOP and DAIOP meetings periodically