

The Chicago School of Professional Psychology Chicago, Illinois

Position Specifications Campus President

September 2012

Prepared by:
Carrie Coward
Summit Search Solutions, Inc.



TheChicagoSchool[®]
of Professional Psychology

www.thechicagoschool.edu

THE OPPORTUNITY

Overview:

Founded in 1979, The Chicago School of Professional Psychology (TCSPP) is an independent professional graduate school with a dynamic student body and a professionally accomplished faculty. TCSPP's curriculum and training opportunities prepare graduates to deliver outstanding professional services emphasizing the ability to understand and work with diverse populations. TCSPP offers multiple doctoral, specialist, master, and certificate programs at its campuses in Chicago; California; and Washington, DC; as well as online. The school is committed to the values of innovation, education, service, and community, with a strong history of understanding diverse peoples and perspectives. The Chicago School is the nation's largest graduate school focused exclusively on psychology and related behavioral sciences. As a professional school, TCSPP's focus is not strictly on research and theory, but on preparing students to become outstanding practitioners, providing direct service to help individuals and organizations thrive. See www.thechicagoschool.edu.

The Chicago School of Professional Psychology is an affiliate of TCS Education System, one of the largest nonprofit education systems of its kind in the United States, with annual revenues that exceed \$100 million. Other TCS Education System affiliates include Pacific Oaks College, the Santa Barbara & Ventura Colleges of Law, and Garfield Park Preparatory Academy. See www.tcsedsystem.edu.

Location:

Chicago, IL

The Position:

Reporting to the President of TCSPP, the Campus President is the chief administrative and academic officer of the campus and a member of the National President's Cabinet. The Campus President is responsible for providing leadership to ensure the vibrancy of the campus. Academic and administrative excellence, program growth, fiscal leadership, and institutional advancement are top priorities. The Campus President oversees campus efforts in the areas of admission, strategic planning, allocation and management of resources, faculty relations, student and employee alliance-building, community and public relations, accreditation and compliance, and productivity measurement and improvement. The Campus President is expected to be a strong communicator and collaborative leader on campus, within the school, with all constituents, and in the community.

Principle Duties:

- In collaboration with the national leadership team and within the strategic plan, develop and promote long- and short-range goals for the campus. Be the voice of the Chicago campus at the national leadership table.
- In collaboration with the Chief Academic Officer, ensure a culture of excellence in educational programs, teaching, research, and scholarship.
- In collaboration with the Chief Finance Officer, ensure excellence and effectiveness in resource allocation and administration.

- Develop and nurture relationships with regulatory oversight agencies. Lead the campus activities in preparing for self-studies, focus visits and comprehensive accreditation reviews.
- Build and grow student enrollment and actively enhance retention and graduation.
- Plan and administer the campus annual budget, manage the revenues of the operation, and control the expenses. Oversee and deliver desired campus financial results, ensuring the campus grows revenues and operating surplus according to approved budgets and long-range plans.
- Assess needs for resources on campus and ensure that required resources are planned, acquired, and properly implemented.
- Develop a strong team of campus administrators, faculty and staff. Responsibilities include hiring, mentoring, advising, directing, and evaluating.

Position Qualifications:

- An earned doctorate from an accredited institution.
- Experience in higher education administration and leadership (dean, vice president, campus president) preferably from an environment in which graduate students have been educated for license-eligible professions.
- A history of strong faculty and staff relations. Understanding of matters of governance and their application in a multi-campus national and system education model.
- A track record of achievement in academic leadership, enrollment growth, marketing and admissions, and advancement.
- Demonstrated financial management, budgeting and planning skills.
- Demonstrated commitment to the student experience.

Additional Knowledge, Skills, and Abilities:

- Senior level experience in higher education administration with a strong record of administrative and academic leadership and a commitment to innovation and continuous improvement.
- Demonstrated leadership in accreditation processes.
- Very strong interpersonal and relationship building skills and the ability to inspire and motivate
- Evidence of successful decision making and collegial participation in a collaborative decision making environment.

PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled.

Click here to apply and submit your curriculum vitae:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=1565258>

For further information or nominations:

Stephanie Fowler

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

Toll Free: 800-901-8575 ext. 105

sfowler@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

Mobile: 828-280-6980

ccoward@summitsearchsolutions.com

The Chicago School of Professional Psychology provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.

Chicago, Illinois

Few cities in the world can match the character and culture of Chicago. Visitors and residents alike find world-class dining, museums, entertainment, and striking architecture in the largest and most visited city in the Midwest.

Chicago is the third most populous city in the United States with approximately 2.7 million residents.

The city is traversed by the Chicago and Calumet rivers, and with many parks and green spaces the city offers stunning natural beauty along with an urban landscape. Lake Michigan offers a wonderful escape, and Chicagoans can stroll the shoreline, play volleyball, bike, or jog along the lakefront. The Chicago Park District consists of 552 parks with over 7,300 acres of municipal parkland. There are 33 sand beaches, two world-class conservatories, sixteen historic lagoons, and ten bird and wildlife gardens.

As a multicultural city that thrives on the harmony and diversity of its neighborhoods, Chicago today embodies the values of America's heartland – integrity, hard work, and community – and reflects the ideals in the social fabric of its 77 distinct neighborhoods. Some favorite ethnic communities to explore in Chicago include Greektown, Chinatown, Ukrainian Village, and Little Italy.

Chicago is recognized across the United States as a very passionate sports town with professional teams such as the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in Chicago area are as diverse as the people, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to 23 Michelin-starred restaurants, with one three-star restaurant, Alinea. *Savuer* magazine even dubbed Chicago “America’s new culinary star.”

Chicago has long been known for theatre, from big productions at landmark venues in Chicago’s downtown Theatre District to experimental works at small storefront theaters in outlying neighborhoods. In addition, Chicago's theatre community spawned modern improvisational theatre. When it comes to music, there are live performances of every kind every night of the week, although jazz and blues have a special place in the city’s cultural history.

Chicago is a travel hub, which means it’s easy to get to and from anywhere in the country or the world. Chicago is served by Midway International Airport on the south side and O'Hare International Airport, the world's third busiest airport, on the far northwest side. Once one is in Chicago, there are many convenient options for getting around, from bike paths and L trains to buses and cabs.

For additional information on Chicago, please visit:

<http://www.cityofchicago.org/city/en.html>

<http://www.explorechicago.org/city/en.html>





[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit offers organizations premier services with personalized service, impeccable process, and results that surpass client expectations. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on presidents/chancellors; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including institutional advancement, student affairs, finance, enrollment management, technology, and human resources. Our mission is to facilitate the placement of top talent for mission driven organizations. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.