



TheChicagoSchool[®]
of Professional Psychology


Position Profile

Online Campus Dean

March 2019



In partnership with Summit Search Solutions, Inc.



Integrating theory with hands-on experience,
The Chicago School of Professional Psychology
provides an exceptional education rooted in
its commitment to innovation, service, and
community.

THE INSTITUTION

The Chicago School of Professional Psychology (TCSP) is a not-for-profit, accredited institution enrolling approximately 4,700 students. TCSP has been an innovator in the field of psychology and related behavioral science since 1979. Today, TCSP has seven locations across the U.S., an online program, 18 areas of study, a variety of degree levels to offer, and a wealth of opportunities for international experiences.

TCSP is known for fostering one of the field's most pioneering and innovative learning environments, blending world-class theoretical preparation with multicultural training and intensive hands-on learning. Classroom instruction is supported and enhanced by multiple opportunities for applying skills in real-world settings and building resumes that will prepare students for their post-graduate professional lives. Throughout their educational experience, students benefit from intensive personal and professional mentoring offered by practitioner faculty and from multicultural training that will prepare them for the global world.

Central to its transformational impact on students, their communities, and the practice of psychology is [The Engaged Professional Model of Education](#). This groundbreaking approach to training leverages the talents and experience of faculty practitioners, who work with Community Partnership and Applied Professional Practice teams to provide students a rich spectrum of clinical training in a wide range of community settings. In fact, the school was the first of its kind to be named to the President's Higher Education Community Service Honor Roll for its leadership in service and civic engagement.

TCSP graduates emerge with unrivaled skills and are ready to make much-needed changes in the communities they serve. They work around the world in hospitals, schools, community centers, agencies, NGOs, private practice, and elsewhere. Graduates blend a sophisticated understanding of the human experience with high-quality practice in fields such as child & adolescent psychology, applied behavior analysis, clinical psychology, forensic psychology, international psychology, and more. For additional information, please see <https://www.thechicagoschool.edu>.

TCSP is regionally [accredited](#) by the Western Association of Schools & Colleges Senior College and University Commission (WSCUC) and is an active member of the National Council of Schools and Programs of Professional Psychology.

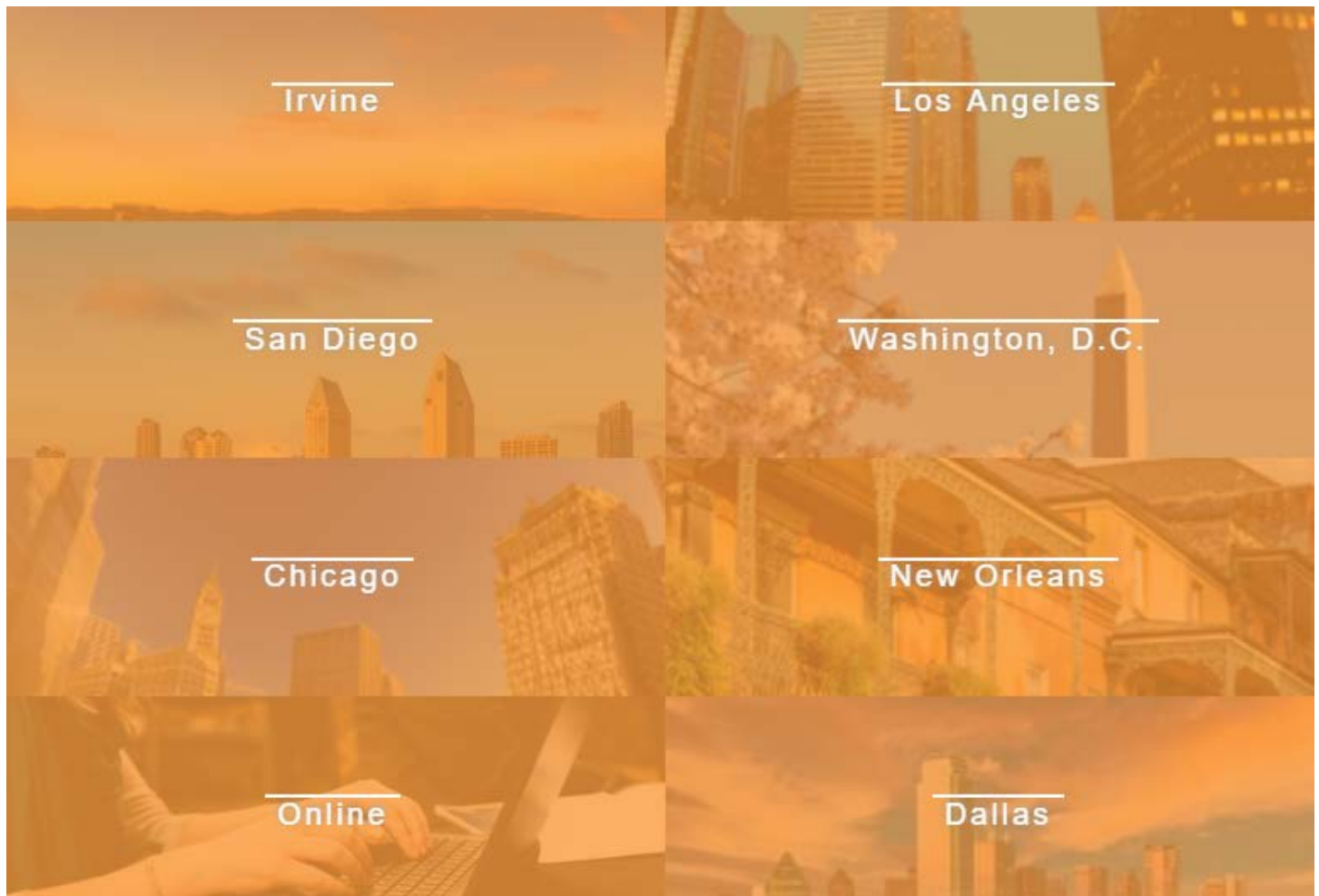
Honors and Awards

- The community service initiatives at TCSPP have earned recognition on the President’s Higher Education Community Service Honor Roll for several years, contributing an average of one million service hours each year.
- The National Council of Schools and Programs of Professional Psychology (NCSPP) has recognized The Chicago School’s Clinical Psy.D. program at the Chicago Campus on two different occasions: First, for outstanding contributions in the area of diversity and second for outstanding commitment to advancing professional advocacy and public policy.
- TCSPP has been named a Top School for two consecutive years in the Military Advanced Education & Transition Guide to Colleges & Universities research study. Additionally, TCSPP received the Military Friendly School award for three consecutive years by Victory Media, publisher of G.I. Jobs Magazine, among others.

Commitment to Diversity

TCSPP is committed to being the school of choice by building an environment of mutual respect and inclusion where all individuals will be valued for who they are and what they can contribute, and in turn, are expected to be participatory members of an active learning community that promotes cultural awareness, competence, and an understanding of diversity.

Location: This Online Campus Dean will be located on the Chicago campus, which sits on the famous Chicago River in the heart of downtown Chicago, one of the most vibrant and exciting cities in the United States.





Building on a long tradition of producing outstanding psychology practitioners, TCSPP offers online programs that combine the quality of a Chicago School education with the convenience that students need today.

THE ONLINE CAMPUS

TCSPP's offers certificate, bachelor, master and doctorate level online programs in psychology, allowing students to change their lives without putting them on hold. Approximately 2,000 students are currently enrolled in 26 programs, through which they are developing a dynamic understanding of numerous fields—networking, gaining insight, and discussing thought-provoking topics with classmates, faculty, and scholars from around the world.

The online campus possesses the Quality Matters Online Learner Support Certification, exemplifying a commitment to quality online education and services for the students. TCSPP maintains a paramount focus on every student receiving a quality online education so they can be at their best once they graduate and be firmly prepared to reach their career aspirations.



From enrollment through graduation, online students benefit from ongoing support and personalized attention from student advisors. Comprehensive career support services are also available to help online students define their goals and leverage their degrees to the fullest.

Online students at The Chicago School of Professional Psychology experience engaging content through video conferencing and podcasts, participating in real-time conversation with a diverse group of peers, ensuring immersive, interactive education experience. Coursework is offered through Canvas and via the Global Student Dashboard, students have access to all resources, including technical support, 24/7.

Since FY2015, online enrollment has grown steadily, with both new and continuing student numbers averaging 13% year-on-year growth. The Online Campus strives to respond to the ever-growing demand for high-quality distance learning programs that meet the needs of a widely diverse student population and to distinguish itself as a leader in the field of distance education. To achieve this vision, TCSPP builds academic programs that provide students with the most up-to-date career preparation using innovative teaching strategies, effective student engagement methods, and interdisciplinary frameworks. The institution concurrently works to strengthen academic departments by increasing opportunities for collaboration, supporting continuous quality improvement, and enhancing decision-making and problem-solving capabilities. For more information: <https://www.thechicagoschool.edu/online/>

THE OPPORTUNITY

Reporting to the President of TCSPP, the **Online Campus Dean** is responsible for the administrative and operational performance of the online campus and oversees the entire operation including 69 full-time faculty, over 250 adjuncts, and a staff of 57. Supporting the University's mission and student outcome attainment through strategic enrollment management; administrative and operational excellence; and financial stewardship are top priorities. The Online Campus Dean leads the efforts related to growing enrollment; strategic planning; community outreach and advancement; human resource development; provision of resources; alliance-building; compliance; institutional planning and research; and productivity measurement and improvement. The Online Campus Dean is expected to be a strong communicator and leader for the online campus, within the institution, and in the broader community.

Principle Duties:

- Employ effective strategic enrollment management strategies to grow student enrollment.
- Advance and increase new student enrollment goals through the strategic development of MOUs and articulation agreements with organizations and institutions that align with TCSPP's vision and mission.
- Advance the Long Range Plan (LRP) initiatives designed to position the campus for growth.
- Promote community service, outreach, engagement, and strategic partnerships.
- Develop and promote short and long-range goals for the online campus.
- Plan and administer the online campus annual budget, manage campus revenues and control expenses. Ensure the financial health and viability of the campus through effectively and collaboratively managing the campus P&L.
- Ensure proper support, resources, collaboration, and communication occurs across functional areas.
- Create and sustain a culture of operational excellence.
- Develop a strong team of administrators and staff including hiring, mentoring, advising, directing, and evaluating.
- In collaboration with the Online Dean of Academic Affairs, develop and nurture a culture of compliance including relationships with relevant regulatory bodies.
- Work with the Online Dean of Academic Affairs to prepare for self-studies, focus visits, and comprehensive visits.
- In collaboration with the Online Dean of Academic Affairs, lead the online campus outreach efforts with respect to developing and managing community partnerships and relationships.
- In collaboration with the Director of the Annual Campaign, support an online campus based culture of alumni and employee giving and fundraising to support online campus and university initiatives.

Qualifications, Essential Knowledge, Skills, and Abilities:

- Doctoral degree required;
- Senior level experience in higher education administration with a strong record of leadership with online programs;
- Record of successful program development and enrollment growth, with a demonstrated understanding of and commitment to best practices, quality, innovation, and continuous improvement;
- Very strong interpersonal and relationship building skills;
- Evidence of successful decision making in a collaborative environment.



PROCEDURE FOR CANDIDACY

A confidential review of application materials begins immediately; parties who apply before **April 5, 2019** will be given first consideration. Please submit a resume and letter of interest upon application. To apply, go to: <https://theapplicantmanager.com/jobs?pos=su146>

For more information or to offer recommendations or nominations:

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The Chicago School of Professional Psychology offers a generous compensation and benefits package, as well as the opportunity to work for a leader in the field of education. Some of the key benefits include generous paid time off, medical and dental coverage, company-paid life and disability insurance, retirement plan with employer contribution, multiple flexible spending accounts (FSA), tuition reimbursement, professional development, and regular employee appreciation events.

The Chicago School of Professional Psychology is an Equal Opportunity Employer.

The Chicago School is an affiliate of the nonprofit [TCS Education System \(TCS ES\)](#), which features a network of fellow nonprofit institutions, each backed by a model of education that prepares socially responsible professionals in applied fields such as education, psychology, and law. Other TCS ES affiliates include Pacific Oaks College, The Santa Barbara & Ventura Colleges of Law, Dallas Nursing Institute, Saybrook University, and Pacific Oaks Children's School.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.

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 thirty-three 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 has one of the most inclusive LGBTQ+ communities in the nation. It was named "**City of the Year**" by GayCities.com.
- Time Out magazine ranked Chicago the **best city in the world** in 2018.
- Chicago is recognized across the United States as a very passionate sports town. With professional teams such as the: the Chicago Bears, Blackhawks, Bulls, Fire, Cubs, and White Sox.

The dining choices in the Chicago area are as diverse as the people are, and everything from ethnic food to contemporary and innovative dining can be found. The city is home to twenty-three Michelin-starred restaurants. Saveur 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. 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:

Guide to Living in Chicago

<https://my.thechicagoschool.edu/NewStudent/Documents/Living%20in%20Chicago%20Guide.pdf>

Chicago Welcome Home

<http://www.choosechicago.com/>

City of Chicago

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