

## **Psi Beta Executive Director Is a .25 FTE Position**

*(August 25, 2018 Revision)*

*Below is a comprehensive description of on-going responsibilities required of the Psi Beta Executive Director. The time and attention given to each area of responsibility varies depending on the organizational calendar.*

### **Financial Responsibilities**

- SIGNATORY – Signs Psi Beta’s tax documents and all other business-related forms.
- ANNUAL FILING - In coordination with Psi Beta’s accounting consultant: Orders, shares with Council, and archives Psi Beta’s annual Compilation and 990 filing. Psi Beta’s fiscal year is July 1 - June 30. The current accounting consultant is Mike Kuckelman of Kuckelman & Stockemer, 1000 North Tyler, Wichita, KS 67212-3276.
- INSURANCE - Pays Psi Beta’s annual insurance liability insurance premium.
- BUDGET - Prepares and presents the annual Psi Beta operating budget and end of year financial reports to the National Council for review and approval during an annual Business meeting.
- RESERVES - Oversees Psi Beta’s certificates of deposit or investment accounts required for fiscal soundness.
- EXPENSES - Prepares and distributes conference expense reimbursement checks to Council members and award checks to competition and scholarship winners. Pays monthly operating bills (e.g., various services such as voicemail, QuickBooks, postage, BOA credit card).
- 

### **Information Dissemination Responsibilities**

- COMMUNICATION - Communicates with council, chapters, faculty advisors, organizations, committees, judges for awards, vendors, colleges through mail, phone, and email from home office. The Executive Assistant serves as the primary communication contact for many of Psi Beta’s day-to-day operations.
- CONFERENCE PROGRAMMING - Works with National Council members to develop Psi Beta programming at APA, APS, regional psychology organizations, and other conferences such as NITOP and Psi Beta’s own Synergy conference. Inputs Psi Beta’s annual APA conference programs (e.g., Ruth Hubbard Cousins Distinguished Lecture, Teaching and Learning Excellence symposium, a student research poster session) into the APA website using the division director portal.
- ANNUAL REPORT- Writes annual reports for National Council and ACHS.
- BUSINESS MEETINGS AND CONFERENCE CALLS – Participates in all Psi Beta Council business meetings and conference calls. Provides editorial review of agendas and minutes of business meetings and conference calls. Note: The Executive Assistant schedules the conference calls, and prepares first drafts of all agendas and minutes.

- NEWSLETTER– Works with the Director of Chapter Operations to edit final copy for all articles and chapter activity reports submitted to the fall and spring newsletters.
- ORIENTATION MATERIALS – With support of the Executive Assistant, prepares and annually updates the council member’s resource manual and the Chapter Handbook.
- AWARDS – In collaboration with the Executive Assistant, receives and prepares awards submissions for judges. Prepares letters and news releases to award winners and non-winners, their advisors, campus presidents, and CIOs.
- LETTERS OF RECOMMENDATION – Prepares letters of recommendation for various council members and advisors.
- NEW CHAPTERS - Works with potential chapters to complete charter application forms. Assures that the Executive Assistant supports new chapter implementation by performing these tasks: Digitizes completed applications and forwards them to National Council for review and approval; orders special charter certificates from Kenneth Jernigan and Associates, who prepares certificates, ships them to chapters and invoices Psi Beta for each charter and shipping fee; and sets up new chapters and their advisors on the Psi Beta website.
- WEBSITE – Updates and adds content to the Psi Beta website. Examples include entering names of new Council members, the most recent award winners, information about the current Psi Beta national research or service project.
- NOMINATIONS AND ELECTIONS – Prepares ballots, and conducts officer elections.
- CHAPTER RESOURCE– Screens, edits, and posts chapter how-to-do-it resource files submitted to Psi Beta.

### **Representation Responsibilities**

- ACHS LIAISON - Represents Psi Beta at the ACHS (Association of College Honor Societies) annual February conference. Psi Beta is an ACHS member in good standing.
- PROFESSIONAL REPRESENTATIVE – Along with the National President and Council members, serves as Psi Beta’s interface with other psychological organizations (e.g., Psi Chi, APA, APS, STP, regional psychological associations).
- STORE MANAGER – Serves as Psi Beta’s primary contact with the Psi Beta store. Psi Beta outsources its apparel, jewelry, and other logo items to Parker Tracey of The Greek Marketplace.

### **Employee Responsibilities**

- CHIEF FINANCIAL OFFICER – Supervises and communicates as needed with Psi Beta’s Chief Financial Officer (CFO). The CFO works within the guidelines of the CFO job description.

- DIRECTOR OF CHAPTER OPERATIONS - Supervises and communicates as needed with Psi Beta's Director of Chapter Operations (DCO). The DCO works within the guidelines of the DCO job description.
- EXECUTIVE ASSISTANT – Supervises and communicates as needed with the Executive Director.
- TEMPORARY EMPLOYEES- Hires and monitors the work of all temporary employees.
- SALARIES – Reviews the work of all employees and recommends salary increases, as appropriate.

### **Chapter Development Responsibilities**

The Executive Director should be continually vigilant for new strategies by which advisors, chapters, and members can fulfill Psi Beta's mission of scholarship, leadership, service, and research; program and website enhancements that will further engage members; and possible new apparel, jewelry, and chapter supplies that could be sold in the Psi Beta store. Examples from the past are listed below.

- Store enhancements
  - Psi Beta pen and pencil sets
  - Psi Beta mugs
- Website features and resource enhancements
  - Electronic submission of chapter activity reports
  - Automated, online member registration
  - Online newsletter
  - Downloadable Psi Beta promotional brochure
  - Career resource videos and PowerPoint presentations
- Chapter activities
  - Giving Away Psychology Project (GAP) project
  - Annual National Research Project

### **Psi Beta's Historical Records Responsibilities**

The Executive Director must file, as needed, Psi Beta's historical papers/files/publications to the National Archives for Psychology in Akron, OH. Psi Beta contributes to the Archives at the rate of \$0.10 per new member registered annually. In addition, the Executive Director updates as needed Psi Beta's historical records (e.g., names of those serving on the National Council, winners of annual competitions, and Psi Beta's anniversary PowerPoints).

### **Required and Preferred Skills and Qualifications**

#### Required

- Master's degree or higher in Psychology from an accredited university
- Understanding of the community college mission
- Interpersonal proficiency
- Budget balancing experience
- High sense of ethics and integrity

- Excellent communication skills
- Oral presentation skills
- Technical skills including a working knowledge of Excel, email, Word, PowerPoint, SurveyMonkey, and WordPress
- At least two years of experience managing a team of 3+ people working remotely
- Ability to work legally in the United States

Preferred

- Experience as Psi Beta adviser or officer (similar experience with Psi Chi acceptable)
- Community college teaching experience
- History of effectively mentoring students and colleagues
- Currently active or has been active in professional organizations in psychology such as STP, CABA, APA, APS, or a regional psychological association
- Conference presentation experience

The Executive Director position is funded at part-time (.25 FTE) level with a starting annual salary of \$12,000. Applications will be accepted until November 15th, 2018. The expected start date is March 1, 2019, but is negotiable.

Interested candidates should submit a cover letter, CV, two letters of recommendation and contact information for three additional references.

Psi Beta is an equal opportunity employer. Candidates must be able to work legally in the United States.

If you have any questions, please contact Dr. Kathleen Hughes, Past-President of Psi Beta at [hugheska@phsc.edu](mailto:hugheska@phsc.edu)