

Executive Officer for Psi Chi, The International Honor Society in Psychology

Psi Chi is the International Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Psi Chi is the largest disciplinary Honor society with nearly 1,100 chapters and 560,000 members. Information about the organization and history of the Society can be accessed at www.psichi.org.

The Executive Officer of Psi Chi serves at the pleasure of the Board of Directors and as such shall be responsible for administering the affairs of the organization and for directing the activities of the Central Office in Chattanooga, TN. Responsibilities also include: management of office staff, and implementing the policies developed by the Board of Directors. Specifically, the person in this position is responsible for: serving as treasurer of the Society; coordinating communications for chapters and the Board of Directors; planning and preparing for meetings; managing and supervising the membership process; Society elections; research award and grant programs; and preservation of records; and assisting with the editing Psi Chi printed materials. The ED & EO are expected to work closely together to coordinate the activities associated with advancing the objectives of the society as indicated by the Constitution and the BOD. The EO is expected to consult with the ED when higher order issues associated with the management of the Central Office arise. In actions directly related to the primary objectives of the society, the Constitution is the highest authority, followed by the BOD, followed by the Executive Director.

Additional collaborative responsibilities include: transitioning new Board members; assisting the Personnel Committee as described by the Personnel Policies and Procedures Manual; and serving on the Board of Directors, the Executive Committee, and the Finance Committee. The Executive Officer is expected to participate fully in all board and committee deliberations, but serves without vote as described in the Psi Chi Constitution. Additional responsibilities can be assigned at the discretion of the Board of Directors.

Qualifications

- A Bachelor's degree and at least one year of supervisory experience. Preference is given to applicants with a Master's degree and who have prior managerial experience in the non-profit sector.
- Ability to represent Psi Chi at professional conferences and in academic settings.

- Problem solving and analytical skills and abilities.
- Ability to manage multiple priorities at the same time; organization, project management skills, budget oversight experience, and attention to detail are essential.
- Ability to manage and oversee a productive and collegial office environment.

Compensation

Annual salary will be in the \$55k to \$65k range depending on qualifications and experience. A generous benefits package is included. A small subsidy for moving costs is possible if the successful candidate resides outside of the greater Chattanooga area.

To Apply

Applications should include a resume, a cover letter explaining the candidate's interest in the Psi Chi Executive Officer position, and the names and contact information for three references.

Deadline for receipt of all application materials is February 22, 2010. Only application materials submitted electronically to job.search@psichi.org will be accepted. The successful candidate will be appointed to the position April 2010. Questions concerning Psi Chi and the Executive Officer position should be directed to Dr. Alvin Wang either by email (psichi@mail.ucf.edu) or by telephone (407.823.3449).

Psi Chi is an Equal Opportunity/Affirmative Action/ADA Compliant