



Program Assistant Applied Forensic Psychology

NSGEU

Regular Full Time, 37.5 hours per week

Classification: Band 5

Hourly rate: \$22.05-26.96

Overview

StFX is a top-ranking Canadian university and we are seeking an energetic and organized professional to fill the position of Program Assistant for the Applied Forensic Psychology Program. This position is a full time permanent position.

The Program Assistant will support both the Program Manager and the Practicum Coordinator with all key aspects of the Applied Forensic Psychology (AFP) program. This will include providing support in the development, organization, and delivery of all essential program activities - practicum placements and preparation for placements; field trips; student skills training opportunities; student and faculty research activities; laboratory and equipment management; organization of events (e.g., annual AFP Day @X, colloquia); and communication with "Friends of AFP".

Responsibilities include:

- Support Program Manager and Practicum Coordinator with development and maintenance of program and practicum handbooks, including student code of conduct; detailed descriptions of each practicum, site supervisors, duties and responsibilities, and student feedback
- Support Practicum Coordinator with identifying and establishing student practicum opportunities and placements. This will include guiding students in identifying possible placements in home and/or local (Antigonish) community; completion of security clearance and other forms required by practicum sites; and monitoring each student's progress during practicum.
- Support Program Manager with developing grant applications for research funding to support program
- Support Program Manager with coordinating growing inventory of laboratory equipment and space (virtual reality, interviewing and podcasting studios); managing access to space and equipment; supporting AFP faculty and professional staff with training of students to use equipment
- Support maintenance of website and promotion of media coverage of AFP student and faculty activities
- Track and maintain database of AFP alumni (i.e., "Friends of Clinical Forensic Psychology")
- Support Program Manager and Practicum Coordinator with identifying and organizing student professional skills training opportunities
- Support Program Manager in overseeing applications to program
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Qualifications/Skills:

- A bachelor's degree (Psychology degree preferred)
- The candidate must exhibit superior communication and interpersonal skills
- Advanced computer skills particularly in Microsoft Office (including Word, Excel, Access, Outlook, PowerPoint), social media and search functions are essential
- The ability to work effectively and professionally with students, faculty and staff from a wide variety of backgrounds is essential
- Excellent time management and organizational skills
- Interprofessional skills and professionalism, including detailed written and verbal communication
- Ability to work effectively and efficiently in a fast-paced environment
- Strong ability to work with minimal supervision, self-motivated, well-organized

Application Instructions

The closing date for applications will be Friday, June 30, 2023. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at careers@stfx.ca. Only those selected for an interview will be contacted.

StFX is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Qualified candidates will be provided the opportunity to self-identify through a process with Human Resources.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.

About St. Francis Xavier University

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category.

For more, visit www.stfx.ca

About the Applied Forensic Psychology Program

Students of Applied Forensic Psychology (AFP) learn how psychology research and practice applies to the criminal and social justice context. AFP captures the integration of clinical psychology as an applied professional discipline (mental health assessment, diagnosis, treatment and consultation) and forensic psychology as an experimental discipline examining topics at the interface of psychology and law. This program is well suited for students with an interest in careers in clinical, social, and legal fields, such as clinical and counselling psychology, social work, law, victim advocacy, crime analysis, investigative journalism, policing and corrections, and many more. In order to apply understanding of the academic concepts, AFP students participate in classroom-based skills training (basic counselling and interviewing skills, ethics and boundaries), field trips to relevant settings (e.g., courts, correctional facilities), and practicum placements in the community.

About Antigonish, Nova Scotia

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports, and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit www.townofantigonish.ca or www.visitantigonish.ca.