

EPOKA UNIVERSITY

CALL FOR APPLICATIONS

Position: **Psychologist at EPOKA University**

Available position/s: **1**

Type of Contract: **Indefinite**

Employment type: **Full-time**

Deadline: **Open until filled**

About the Position

The Psychologist is responsible for the well-being of academic and administrative staff members of EPOKA University. Psychologists assess and diagnose behavioral, emotional, and cognitive disorders, provide therapy, conduct research, and apply theory relating to behavior and mental processes. Psychologist help work toward the maintenance and enhancement of psychological, physical, intellectual, emotional, social, and interpersonal functioning.

Job description

Main duties and responsibilities:

- To examine and assess behavior, diagnose behavioral, emotional, and cognitive disorders, counsel staff members, and provide therapy;
- To help staff members manage physical illness and disorders;
- To help staff members address underlying behavioral issues;
- To support staff members who have experienced traumatic life events;
- To develop and recommend treatment plans based on patient needs and diagnosis;
- To use psychotherapy to improve the quality of life for the staff members;
- To develop treatment plans and strategies to help the staff members;
- To help staff members to set realistic goals and monitoring their progress;
- To plan intervention programs and conduct program evaluation;
- To maintain related records, reports, and statistical data in accordance with the established standards and procedures;
- To prepare summary reports to reflect relevant students/staff insights and action plans which may include referrals or resources recommendations;
- To formulate hypotheses and experimental designs, review literature, conduct studies and publish research papers, educational texts, and articles;
- To deliver presentations at conferences, workshops, or symposia;
- To conduct applied psychology and/or experimental research.
- To collaborate with other staff or professionals to provide the best care possible;
- Carries out other duties charged by the Administrator.

Start Date: As soon as possible

EPOKA UNIVERSITY

CALL FOR APPLICATIONS

Qualification Requirements

1. have completed undergraduate or Doctorate studies in psychology with a high GPA (over 8 out of 10).
2. have relevant state license and board certification;
3. have experience in psychology or related field;
4. have good written and spoken communication skills with his/her superiors and colleagues;
5. have good capabilities regarding work in group;
6. have very good knowledge of English language, both written and spoken;
7. have very good analytical skills;
8. have very good management skills;
9. have very good written and spoken communication skills;
10. have very good knowledge on basic computer programs such as MS Word, MS Excel, MS PowerPoint, MS Outlook, and Internet Explorer.

How to apply

Candidates interested in the position should send their application in **one PDF document**, including:

1. Application form (please click [here](#) to download it);
2. Cover letter (statement of motivation, summarizing your interests and contribution to the institution);
3. CV (complete list of education, positions, administrative experience (if yes), internships (if yes));
4. Last achieved Diploma and the respective transcript;
5. English language proficiency document;
6. List of reference persons: 3 references (name, relation to candidate, e-mail, and phone number).

Note: In the cover letter candidates must emphasize how their motivation and interest relate to the Institution's goals and objectives and how do they plan to contribute to long-term development of the EPOKA University.

Please, **send your complete application in one PDF document** at: recruitment@epoka.edu.al with the subject written as: *Psychologist at EPOKA University __ Name Surname* of the candidate **As soon as possible**.