

Education and Program Manager

The St. Louis Psychoanalytic Institute (STLPI) seeks a highly organized individual to serve as the organization's Education and Services Manager.

Our Mission

The Mission of the Institute is to advance psychoanalysis and psychoanalytic thought through training, treatment, education, and research to benefit the mental health of our diverse community.

Why Work for STLPI

This is a full-time position, requiring 37.5 hours per week

Medical, Dental, Vision coverage is offered.

Short Term Disability, Long Term Disability, and Life Insurance is offered at no cost to the employee.

Ability to work remotely up to 30% of the time.

Seven paid holidays annually in addition to vacation days, sick time, and personal days.

Employees are also off the week between Christmas and New Year's Day.

Work with a small but mighty team who would love to learn and grow from your knowledge, skill, and abilities.

The Role

The Education and Program manager is responsible for planning and facilitating all administrative aspects of the educational programming offered at the Institute on an annual basis including the Child, Adolescent, and Adult Psychodynamic Psychotherapy program (CA/APP), the Analytic Program, Open Classes, and all Community Education Programming.

This position plays a vital role in maintaining, monitoring, facilitating, and evaluating all the organization's educational programming and communicating with all of the Institute's full-time and adjunct faculty, students, candidates, and trainees in their work connected to the Institute. The individual in this role serves as the hub or center for all administrative functions for educational programming at the Institute.

Responsibilities

Maintain the permanent record of faculty and faculty committee chair including maintaining disclosures, certifications, CV's., license and insurance verification.

Create and maintain permanent files for faculty, candidates, students, and visiting instructors.

Assist in completing & submitting continuing education applications & summaries which includes gathering, collating, and sending them to the appropriate accrediting bodies.

Create and facilitate zoom or in person meetings for all faculty committees.

Create, distribute, and file meeting notices/agendas/minutes for meetings for various committees.

Maintain database of faculty and teaching activities.

Send application acknowledgements, acceptance/rejection letters, student information, applications, reference requests, tests scores, grades, and graduation status for all Institute students, candidates, and Schiele Clinic Trainees.

Create and maintain all current and former student files.

Update and distribute course schedules.

Transcribe student and class evaluations for instructors.

Update database to record instructor/lecturers, student information, application, etc.

Assist Business Manager, accounting consultant with Institute student and candidate billing.

Process all community education course registrations and collect, tabulate, print, and distribute evaluation summaries.

Create and maintain files for each community education event/class, update attendee information in database, create evaluations and certificates.

Maintain Schiele Clinic Practicum & Intern files including applications, references, official letters of engagement and insurance documentation.

Assist with Institute events as needed. On occasion, these events are in the evening and in person.

Other duties as assigned.

Knowledge, Skills, & Abilities

The ideal candidate will have excellent organizational and administrative skills, a strong and consistent attention to detail and an organized work style. Strong time management skills are necessary because this is a fast-paced environment with multiple activities happening at the same time.

The ideal person will have strong management skills and the ability to communicate clearly and effectively as well as strong follow through skills. The ability to work independently with little to

no oversight, at times, is also important. Because the Institute must remain in compliance with several accrediting bodies, accuracy, timeliness, and completeness of work is a must.

Strong knowledge of zoom, excel, Microsoft outlook, Microsoft word, QuickBooks, and the ability to assimilate to the function of several databases is a must. Finally, because this individual is the liaison for all students, faculty, candidates, etc. a very pleasant disposition is a must.

Education / Experience

A bachelor's degree is required in business administration, or another comparable field.

At least five years of relevant experience is required.

Experience working in an academic setting is necessary but we will consider experience in another field if there is a demonstration of skill and the ability to assimilate skills to an educational setting.

The St. Louis Psychoanalytic Institute is committed to providing an Equal Employment Opportunity experience for all employees and applicants.

Salary for the position ranges from \$45,000 to \$55,000 and is based on experience.

To apply for the position, please send two writing samples and your resume to Lynn Huelsmann, Executive Director, at l.huelsmann@stlpi.org.