AUBURN
Human Resources

Exec Dir, Student Counseling & Psychological Services

JOB INFORMATION

Job Code	AE07
Job Description Title	Exec Dir, Student Counseling & Psychological Services
Pay Grade	HW16
Range Minimum	$117,920
33rd %	$153,300
Range Midpoint	$170,990
67th %	$188,680
Range Maximum	$224,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/21/2021

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Mental & Behavioral Health

JOB SUMMARY

The Executive Director of Student Counseling & Psychological Services (SCPS) and Health Promotion & Wellness Services (HPWS) provides leadership and direction to 35 full-time staff members, strategic planning, coordination, and budget management for a combined total budget of $2.8 million for all functions of SCPS and HPWS which include direct clinical service delivery, outreach and psychoeducation, evidence-based wellness and prevention initiatives, graduate student supervision and training, mental health and wellness consultation, and crisis, mental health and sexual assault emergency services. The mission of SCPS and HPWS is to provide comprehensive preventative and proactive strategies to promote a healthy campus culture and intervene when clinical mental health services are necessary to enhance the psychological, physical, and emotional well-being of individual students and broader campus community.

This position also serves as the Executive Director of Sport Psychology and Counseling reporting to the Chief Medical Officer for Athletics and Associate Vice President of Student Affairs. This role provides assessment, diagnosis, treatment planning, psychological counseling and other mental health services to department student-athletes and provides education and guidance to Athletics Department coaches and staff.

RESPONSIBILITIES

- Provides leadership, coordination, strategic planning, oversight, budget management, and evaluation for all functions of SCPS and HPWS which includes direct clinical service delivery through individual and group therapy, outreach and psychoeducation, evidence-based wellness and prevention initiatives, graduate student supervision and training, mental health and wellness consultation with campus stakeholders, and crisis, mental health and sexual assault emergency services. Establishes long and short range objectives and priorities for the effective delivery of comprehensive mental health services and preventative wellness initiatives. This includes maintaining SCPS's accreditation through the International Association of Counseling services and the American Psychological Association accreditation of the SCPS Doctoral Internship Program for Health Service Providers.
- Provides psychological assessment and treatment for students. Conducts brief individual and open-ended group therapy, and evaluates the need for referral to medical staff for psychotropic medication evaluations or hospitalization.
- Ensures proper patient record-keeping and maintains confidentiality of SCPS and HPWS Titanium case files in compliance with federal, state, and local laws, FERPA regulations, and professional code of ethics.
- Develops, reviews, analyzes, and monitors SCPS and HPWS budgets to ensure proper utilization of funds during the fiscal year.

RESPONSIBILITIES

- Provides timely responses to urgent requests for psychological and sexual violence intervention with students 24 hours per day and 7 days per week utilizing an on-call system during business hours and ProtoCall after business hours and weekends.
- Represents SCPS and HPWS by providing a mental health, psychological, physical, and emotional perspective at various Student Affairs, academic, departmental, and committee (e.g., Threat Assessment Team, Retroactive Medical Withdrawal, OPS-Sports Medicine, Crisis Management Team, etc.) meetings.
- Consults with parents, medical and mental health professionals, Student Affairs staff, faculty, staff, and other campus stakeholders regarding individual students as the need arises and confidentiality permits. Consults with the same constituencies regarding the general health, psychological, developmental, and prevention issues relevant to students. Counsels faculty, staff, and other students on how to support, assist, or aid a psychologically disturbed student and collaborates with other university services and departments concerning psychologically disturbed students.
- Recruits, selects, supervises, and evaluates professional staff, administrative support staff, and graduate student trainees and promotes their professional development.
- Creates and maintains a positive relationship between SCPS and other academic and student service departments (e.g., resident life, Auburn Cares, AUMC, athletics, etc.). Plans, coordinates, and/or conducts activities, workshops, and programs intended to educate students on issues related to their psychological and social well-being such as, but not limited to, alcohol abuse prevention and intervention, stress management, and anger management.
- Provides leadership, coordination, strategic planning, oversight, budget management, and evaluation for all functions of the sport psychology and mental health counseling program for Auburn University's student-athletes.
- Provides direct oversight and supervisory responsibility for multiple positions within the sports psychology and counseling department.
- Provides psychological services as related to performance improvement of student-athletes, including service focused on injuries, rehabilitation, communication, team building, and career transition.
- Conducts psychological assessments and treatment plans in the assessment and diagnosis of student-athletes; provides a variety of mental health education and services to Athletics Department staff and student athletes.
- Assesses and intervenes in crisis situations; conducts outreach referrals regarding mental health issues.
- Documents, reports, and maintains confidential records in compliance with all applicable laws and regulations.
- Collaborates with the Associate Athletics Director for Student Athlete Experience in determining programming, special resources, and budget allocation for this area.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PhD	Degree in Clinical or Counseling Psychology from an accredited college or university, one year of psychology internship experience from an APA or	and	10 years of	Experience reflecting progressively increasing levels of responsibility and accountability in a college/university counseling center providing comprehensive mental health services and holistic health and	

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
	APPIC listed psychology internship program, and one year of psychology residency experience in clinical or counselling psychology.			wellness promotion services, at least 3 years of which are in an administrative/leadership capacity.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of counseling practices, Family Educational Rights and Privacy Act (FERPA) regulations, code of ethics, and Federal and State laws related to the counseling of individuals.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Licensed Psychologist	Licensed Psychologist in the State of Alabama	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Security Clearance

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting				X		
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.