AUBURN
Human Resources

Asst Dir, Student Clinical Services

Job Description

JOB INFORMATION

Job Code	AE64
Job Description Title	Asst Dir, Student Clinical Services
Pay Grade	HW13
Range Minimum	$80,310
33rd %	$101,720
Range Midpoint	$112,430
67th %	$123,140
Range Maximum	$144,550
Exemption Status	Exempt
Approved Date:	3/9/2026 3:51:54 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Assists in the direction and coordination of clinical services and programs for students.

RESPONSIBILITIES

- Provides oversight for all clinical service components including individual therapy, group therapy, case management, psychological testing, and specialty services.
- Maintains a client caseload to include crisis assessment and response, individual and group psychotherapy, clinical consultation, outreach programming, and clinical supervision.
- Maintains and develops policies and procedures to ensure best clinical practices, applicable state and federal statutes, local health and safety laws and regulations, risk management policies, and professional code of ethics.
- Coordinates the clinical staffing committees and is responsive to clinical services as they arise.
- Serves as the point person for all incoming clinical concerns, requests for records, and consultation with contracted psychiatrists and community mental health providers as needed for the coordination of care.
- Provides leadership in the center's outcome assessment efforts and quality assurance.
- Manages projects in areas of responsibility to include design, implementation, and evaluation.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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/Counseling Psychology or related field	and	3 years of	Experience in coordinating and/or providing counseling and psychological services	

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	in the State of Alabama or license eligible	Upon Hire	Required	

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			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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