AUBURN
Human Resources

Asst Dir, Clinical Training

Job Description

JOB INFORMATION

Job Code	AE76
Job Description Title	Asst Dir, Clinical Training
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 3:51:31 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Develops and maintains the American Psychological Association (APA) accredited doctoral internship program responsible for doctoral students from the Auburn University counseling and clinical psychology departments who participate in practicum placements at Student Counseling Services (SCS).

RESPONSIBILITIES

- Develops training plans for the creation of an APA-accredited pre-doctoral internship program and functions as the primary administrator ensuring that the program complies with all accreditation criteria of the APA, Commission an Accreditation, Code of Ethics, prevailing professional standards, and the laws of the State of Alabama pertaining to psychologist.
- Maintains a moderate client caseload including individual therapy, group therapy, treatment planning and diagnosis, psychological assessment, emergency/crisis intervention and clinical supervision including documentation of those services.
- Provides oversight and guidance of all training efforts at SCS including chairing the Training Committee, creating and maintaining policy and procedures specific to graduate training, and establishing ongoing staff development and addresses supervisory skills and responsibilities.
- Provides ongoing evaluations of the training program including self-studies and annual reports.
- Creates and provides outreach presentations, psychoeducational workshops, and educational seminars on mental health-related issues.
- Consults with concerned students, faculty, staff, parents, and other stakeholders regarding mental health-related issues, and especially those associated with the current training program.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 working in a college counseling center that provides training to interns and professionals in counseling and psychological services	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of training principles and methods for curriculum and training design, teaching and instruction in the mental health-related professions.	

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			

WORKING ENVIRONMENT

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

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