AUBURN
Human Resources

Assoc Dir, Student Counseling & Psychological Services

JOB INFORMATION

Job Code	AG01
Job Description Title	Assoc Dir, Student Counseling & Psychological Services
Pay Grade	HW14
Range Minimum	$92,350
33rd %	$116,980
Range Midpoint	$129,290
67th %	$141,610
Range Maximum	$166,230
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	8/12/2026 9:11:50 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Director Student Counseling and Health Promotion Wellness Services the Associate Director, Student Counseling and Psychological Services oversees the day-to-day operations and strategic initiatives of the Student Counseling Psychological Services (SCPS) within Student Affairs. Supervises, manages, and evaluates clinical staff members contributing to the effectiveness of clinical services, training, outreach, and mental health initiatives. Assumes leadership responsibilities in absence of the Executive Director.

RESPONSIBILITIES

- Supervises, manages, and evaluates clinical staff members, including Psychologists, Student Counselors, doctoral interns, and case managers to ensure the day-to-day operations function effectively and efficiently to deliver mental health resources to Auburn University Students.
- Maintains a moderate clinical caseload including individual and group therapy, clinical rotation, clinical supervision, crisis assessment and management, and outreach programming.
- Maintains and develops policy and procedures that ensure SCPS is meeting or exceeding best practices for college counseling centers including maintain the center’s International Accreditation of Counseling Services (IACS) accreditation and the American Psychological Association (APA) Accredited doctoral internship program. Develops and implements policy consistent with the institutional need and ethical professional practice.
- Analyzes the growth and evolution of different college counseling center models to optimize the delivery of mental health services.
- Oversees the recruitment, interview, and selection of hiring new clinical staff members.
- Assists and provides feedback to other management and leadership to support in their job responsibilities.
- Assumes all responsibilities and leadership of the day-to-day operations of SCPS in absence of the Executive Director.
- Initiates, develops, and maintains relationships with campus partners, stakeholders, and influences that keep college student mental health and available resources at the forefront of the university and consistent with its mission.

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	
Master's Degree	in Education, Counseling, Psychology, or related field.	and	7 years of	experience providing counseling or psychological services; five of those years must be in a college counseling center. At least 2 years' experience supervising or leading professional-level staff.	

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	Or
	LMSW - Licensed Master Social Worker - State Licensure	Upon Hire	Required	Or
	LPC-Licensed Professional Counselor	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.