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## Auburn University Job Description

Job Title: **Asst Dir, Clinical Training**

Job Family: No Family

Job Code: **AE76**

Grade HW12 \$60,900 - \$109,600

FLSA status: Exempt

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### 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).

### Essential Functions

1. 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 on Accreditation, Code of Ethics, prevailing professional standards, and the laws of the State of Alabama pertaining to psychologist.
2. 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.
3. 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.
4. Provides ongoing evaluations of the training program including self-studies and annual reports.
5. Creates and provides outreach presentations, psychoeducational workshops, and educational seminars on mental health-related issues.
6. Consults with concerned students, faculty, staff, parents, and other stakeholders regarding mental health-related issues, and especially those associated with the current training program.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Ph.D.	Degree in Clinical/Counseling Psychology or related field
<b>Experience (yrs.)</b>	3	Experience in working in a college counseling center that provides training to interns and professionals in counseling and psychological services

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

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

#### **Certification or Licensure Requirements**

Licensed as a Psychologist in the State of Alabama or license eligible

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 8/26/2016

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