
Auburn University Job Description

Job Title: **Assoc Dir, Stu Counseling**

Job Family: No Family

Job Code: **AG01**

Grade HW13 \$70,000 - \$126,000

FLSA status: Exempt

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.

Essential Functions

1. 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.
2. Maintains a moderate clinical caseload including individual and group therapy, clinical rotation, clinical supervision, crisis assessment and management, and outreach programming.
3. 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.
4. Analyzes the growth and evolution of different college counseling center models to optimize the delivery of mental health services.
5. Oversees the recruitment, interview, and selection of hiring new clinical staff members.
6. Assists and provides feedback to other management and leadership to support in their job responsibilities.
7. Assumes all responsibilities and leadership of the day-to-day operations of SCPS in absence of the Executive Director.
8. 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.

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.

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>
Education	Ph.D.	Degree in Clinical or Counseling Psychology from an accredited college or university, one year of psychology internship experience from an APA or APPIC listed psychology internship program, and one year of psychology residency experience in clinical or counselling psychology.
Experience (yrs.)	5	Experience as a clinical staff member in a college counseling center with past administrative responsibilities. At least 2 years' experience supervising or leading professional level staff.

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

Certification or Licensure Requirements

Licensed Psychologist in the State of Alabama.

Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

Ability to see information in print and/or electronically

Date: 3/22/2021
