Assistant Vice President, Director of Counseling Center

Job Code 00001574

**General Description**
Responsible for providing overall direction of the university counseling center and ADEPT center.

**Examples of Duties**
Direct all programs and services of the counseling center.
Supervise and evaluate staff.
Manage budget operations for the counseling center. Prepare reports and grant documents.
Supervise and monitor assessment and evaluation activities.
Procure equipment and supplies.
Provide individual personal counseling to students for crisis intervention and continuing care.
Conduct group counseling with students.
Administer and interpret standardized objective vocational and psychological tests.
Administer and interpret projective assessment instruments and techniques.
Prepare psychological reports.
Develop new clinical and/or educational procedures or programs to address student needs.
Coordinate and conduct clinical research.
Train and provide clinical supervision to pre-doctoral interns, doctoral practicum students and others.
Maintain clinical case files.
Provide training and staff development for staff.
Certify eligible students with disabilities for appropriate academic accommodations.
Provide individual referral services to university faculty and staff.
Direct and monitor referral of students for psychiatric consultation for staff.
Prepare, monitor and revise a strategic plan for the Counseling Center.
Present workshops, lectures and/or seminars to students, faculty and staff.
Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** Mental health and professional ethics laws and codes; psychological disorders; psychology/counseling research methods and practices; mental health treatment strategies and approaches; career development concepts; strategies for facilitating career exploration and decision-making; group dynamics and facilitation techniques; UPPS and standard operating policies and procedures; hardware and software capabilities.
Skill in: Preparing memos, letters, and reports; counseling individual students and groups; evaluating and assessing student problems and needs; clinical supervision; crisis intervention.

Ability to: Read and understand memos, UPPS, psychological reports, and test results; perform basic math; assess the volatility of a student’s behavior; assess behavior in light of legal or safety considerations; assess intensity of a student’s problem and need for treatment; evaluate assessment results.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements