

Director, Counseling Center

Job Code 50022434

General Description

Responsible for direct oversight and management of the Counseling Center to include personnel management, budget management, formative and summative operations evaluation, policy formation, logistics, and strategic planning.

Examples of Duties

Direct all programs and services of the Counseling Center.
Hire, supervise, evaluate and provide training of Counseling Center staff.
Supervise budget operations including planning the budget, allocating funds to categories, management of all accounts' transactions and expenditures.
Prepare annual reports.
Procure appropriate professional equipment and materials.
Assume responsibility for externally funded projects conducted by the Counseling Center.
Supervise and monitor all assessment and evaluation activities in the Counseling Center.
Coordinate, conduct and review clinical research.
Represent the Counseling Center and the University in community programs, projects and professional organizations.
Establish and maintain emerging mental health service agreements with local public and private health agencies.
Provide individual and group personal counseling, psychological assessment, crisis intervention and consultation to students.
Maintain records of clinical services according to legal, professional and ethical requirements.
Provide mental health education workshops to students, faculty, staff and others in the Texas State community.
Train and provide clinical supervision to pre-doctoral interns, doctoral practicum students, other graduate practicum and internship students.
Provide clinical supervision to Counseling Center staff.
Consult with faculty, staff and parents regarding students with adjustment and psychological problems and regarding personal and professional issues.
Direct and monitor referral of students for psychiatric services and arrange for psychiatric consultation for Counseling Center staff.
Prepare, monitor and revise a strategic plan for the Counseling Center.
Perform other duties as assigned.

Knowledge, Skills and Abilities

Skill in: Managing complex budgets, crisis intervention and emergency management operations, organization and communication and interpersonal relations.

Ability to: Work effectively with persons from diverse backgrounds and with a college-age population.

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

Doctoral degree from an APA accredited program in Counseling or Clinical Psychology;
licensed or licensed eligible to practice in Texas.

Post-doctoral experience in a mental health setting with experience in a college or university counseling center.