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Developed by:CC, RS
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Approved by:LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Assistant Director, Counseling
DIVISION: Student Development
REPORTS TO: Director, Counseling Services
GRADE: 15
SUPERVISES: Counseling staff, support staff, graduate students, and undergraduate students

BASIC FUNCTION:

Assist the Director in the administration of Counseling Center Services. Assist with case consultation and office administration. Provide direction and support for the delivery of clinical services to university students. Provide leadership with the Center's training programs, including the recruitment, selection, training, and supervision of graduate students and post doctoral fellows. Oversee all didactic programming related to training programs. Share emergency Counseling Center coverage during evenings and weekends. Develop and maintain strong professional relationships with on-campus and off-campus departments and training programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise, support and consult with the director on matters relating to Counseling Center functioning. Direct the services of the Counseling Center in the absence of the Director.

Provide psychotherapeutic and crisis intervention services to University students. Provide clinical support and supervision to professional staff.

Provide leadership with the recruitment, selection, supervision, training and evaluation of graduate students and post doctoral fellows. Oversee all didactic programming related to training programs.

Provide expertise, leadership, and service to the campus community regarding student development and mental health issues.

Assist in the development and implementation of outreach initiatives, strategic planning, and research projects

Provide consultation and outreach services to faculty, staff, and students. Help maintain effective and collaborative liaison contact with other departments on campus.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Must be a licensed psychologist or license-eligible and obtain a license in the State of Rhode Island and maintained thereafter. Familiarity with personal computers, servers, and statistical databases, preferred.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Earned doctorate in clinical or counseling psychology; minimum of three years post-doctoral experience, (at least two years in a college counseling center preferred); Must be an outstanding clinician with exceptional written and verbal skills. Demonstrated experience with crisis management. Must possess knowledge of current psychological theory and practice, especially as it relates to college students. Must have interest and skills transferable to the training and supervision of graduate students. Experienced in building interdepartmental collaborations and professional relationships. Ability to respond to clinical emergencies after hours, as needed. Experienced in supervision of staff and professionals in training. Demonstrated administrative experience and experience working with underrepresented or underserved populations. Must be a licensed psychologist or license-eligible in the State of Rhode Island.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.