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Developed by:.....TD
Reviewed by:.....LK
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THE UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Director, Counseling Center
DIVISION: Student Affairs
REPORTS TO: Assistant Vice President, Student Affairs, Campus Life
GRADE: 17
SUPERVISES: Technical, counselors, psychologists, clerical support staff, graduate students, and undergraduate student employees

BASIC FUNCTION:

Responsible for planning, directing, and supervising the activities of the Counseling Center. Assure that effective personal counseling services are provided to a diverse student population. Maintain an active clinical practice.

DUTIES AND RESPONSIBILITIES:

Supervise the delivery of effective, short-term, personal counseling services to students, and develop policies and strategies for consultation, crisis intervention, and referrals.

Assure the provision of group counseling services, develop prevention strategies, and provide outreach educational programs.

Supervise clinical staff and coordinate the delivery of mental health services.

Supervise the selection and training of graduate students in counseling, clinical psychology and social work employed by the Counseling Center.

OTHER DUTIES AND RESPONSIBILITIES:

Develop programs and workshops for University students and staff on human development issues, as appropriate.

Supervise the collection and analysis of data regarding the psychological and developmental needs of students. Supervise research projects in relevant areas, such as: alcohol and other drug use and abuse, efficacy of counseling interventions, and community psychology interventions.

Develop and manage the annual budget, supervise the clerical staff, and oversee the operation of the Counseling Center.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Certified as a licensed psychologist in the State of Rhode Island.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Doctoral degree in counseling, clinical psychology or closely-related field, six years of prior experience (post degree) in a university counseling center, including at least two years of administrative experience, and current licensure as a psychologist required. Must be licensed in Rhode Island within six months of appointment. Demonstrated experience as a clinical practitioner required. Must demonstrate knowledge of clinical issues and student development concepts, be skilled in coordinating the work of others, and have experience in the effective development of outreach programs and activities to promote student growth. Must have demonstrated ability in implementing and conducting need assessments, in evaluating services and support, and in learning outcome assessments. Must have experience in crisis intervention with individuals and groups. Must have experience working with clinicians on difficult cases. This position requires that the incumbent possess the ability to communicate effectively orally and in writing and demonstrate the ability to organize, coordinate and supervise support staff and to interpret institutional policies, plans, objectives, and regulations, and to communicate the interpretation to others. Must be adept with appropriate MIS systems and be able to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and be able to work collaboratively with and to provide consultation to faculty, staff and student groups. Must be able to prepare and deliver oral presentations before small and large groups of people. Must have demonstrated ability to work effectively in a multicultural environment and to attend to and advocate for the needs of a diverse student population.

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