

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Career & Counseling Services**

Job Code: **2285**

Pay Grade: **070** FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Doctorate in Counseling or Clinical Psychology, Counselor Education, Higher Education, Student Development or other related discipline from an accredited school.	
Experience	Minimum five years experience in higher education career/counseling center; at least two years administrative experience at Associate or Assistant Director level.	
License/Certification	Must be eligible for licensure as a Psychologist or Professional Counselor in the State of Texas.	

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Provides a clear vision and overall leadership for an integrated career and counseling services. Responsible for planning, budgeting, assessing and supervision. Establishes policies and procedures for entire operation. Provides direct service counseling, teaching, outreach and consulting. Establishes collaborative relationships with internal and external constituencies. Conducts assessment and research. Oversees legal and ethical issues. Markets/promotes services.**

Duties and responsibilities

% Time

Responsible for planning, budgeting, supervision and administration of integrated department. Establishes, maintains, and enforces policies and procedures for effective services and oversees department compliance with legal and ethical issues.	35
Establishes collaborative relationships with internal and external constituencies. Participates in division and university activities, professional organizations, and community organizations.	20
Provides direct service through counseling, teaching, outreach, consulting, crisis intervention, and clinical supervision.	20
Conducts outcome based assessment, participates in research, generates reports and disseminates information. Promotes services and develops new marketing initiatives. Participates in appropriate professional development activities.	15
Acquires and maintains appropriate resources: budget, physical facilities, and human resources.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*