

# University of Houston – Clear Lake

## Position Description

Job Title: **Post-Doctoral Fellow**

Job Code: **3765**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Have completed all requirements for Ph.D. or Psy.D. in Clinical or Counseling Psychology or related field, including a counseling or clinical internship.	
Experience	Experience in providing assessment and counseling services to adults.	Experience with academic support and career counseling preferred.
License/Certification		

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

### POSITION SUMMARY

The post-doctoral fellow provides individual and group counseling for UHCL students in areas of personal and academic concerns; vocational assessment and counseling; crisis intervention; mental health awareness projects and other psychoeducational programming.

Duties and responsibilities	% Time
Provides counseling services to students. Duties include brief individual personal counseling, group counseling, and occasional couple or family counseling; academic skill development counseling and academic support; counseling on issues of career development and academic decision making; and crisis intervention services for psychological crises on campus. Maintains appropriate confidential files of counseling clients.	50
Plans and implements workshops, seminars, and other structured psychoeducational and outreach programs designed to enhance academic, personal, and career development.	20
Provides vocational assessment and counseling in individual and group formats for students, alumni, and prospective students.	10
Participates in supervision, case conference, research, and professional development activities to maintain and enhance old skills, learn new skills, and contribute to the counseling profession.	10
Plans and carries out special project to enhance programming delivery of counseling services and develop and implement appropriate program evaluation.	10

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