

University of Houston – Clear Lake

Position Description

Job Title: **Associate Director, Counseling Services**

Job Code: **3766**

Pay Grade: **050** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Doctorate in Counseling or Clinical Psychology or related field.	
Experience	At least three years supervisory experience of counseling/clinical staff. At least three years experience in a university/college counseling center.	
License/Certification	Licensure as a Psychologist in Texas required.	

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

POSITION SUMMARY

The Associate Director for Counseling Services supervises a comprehensive personal development program in support of academic and professional success of students. Manages the daily operations of Counseling Services. Provides crisis intervention counseling and short-term individual and group counseling for improving personal, academic, vocational, and professional skills related to academic success. Supervises counseling services professional staff, contract psychiatrist, interns and graduate assistants. Provides personal development training to students, faculty, and staff. Consults with staff and faculty on services for students. Maintains referral network. Maintains academic, vocational, and personal self-help resources.

Duties and responsibilities	% Time
Provides crisis intervention counseling and short-term individual and group counseling for improving personal, academic, and professional skills as related to academic success. Provides crisis consultation to university personnel. Provides vocational assessment and counseling. Provides academic assessment and counseling.	45
In consultation with the Director, develops and monitors policies and procedures for Counseling Services. With the Director, plans, implements, and assesses annual and long-term goals. Prepares sections of the Annual Report, provides budget recommendations to the Director.	20
Develops and conducts training programs designed to create a better environment for students, faculty, and staff, as requested. Coordinates and oversees education, screening and prevention efforts on issues of mental health, substance abuse, healthy behaviors, and related issues. Coordinates and oversees delivery of learning support services through workshops, presentations, and self-help library. Develops and maintains a comprehensive referral network. Identifies professional resources in the community in order to make appropriate student referrals. Organizes and implements a system for evaluation of the referrals.	15
Provides direct supervision for professional counseling staff, contract psychiatrist, graduate interns, and graduate assistants. Meets regularly with staff to review client load and discuss case management. Conducts annual performance evaluations. Supports testing coordinator.	10

Serves on university committees or task forces as appropriate. Consults with faculty, staff, and university offices on personal development issues affecting students' academic success.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.