Assistant Director-University Counseling Center

Definition of Class
This is a supervisory position in which the incumbent plans, implements and manages the activities of the center, provides counseling services, and coordinates the Employee Assistance Program (EAP). The incumbent provides counseling and offers referrals for members of the University community. Incumbent assumes duties of the Director when needed, and relieves Director of routine administrative duties. Incumbent has the authority to exercise a high degree of discretion and judgment in a wide variety of areas.

Examples of Work Performed
Plans, implements, and manages the activities within the University Counseling Center, including the recruitment, selection, training, and supervision of clerical support positions, graduate assistants, and therapists.

Works with director in selecting staff. Recruits, interviews, and recommends for employment; collaborates with professional consultants retained by the Wellness Center.

Directs weekly case staffing groups.

Provides consultation and assistance to other University departments with regard to adjustment and therapy issues.

Serves on the University’s Crisis Intervention Team, dealing specifically with emotional or psychological issues.

Coordinates the professional training for the student assistance programs, including credit courses.

Provides counseling and therapy to members of the University community.

Attends a variety of seminars and workshops designed to enhance knowledge and skills.

Serves as a presenter at professional development programs, including national meetings and conferences.

Supervises shared responsibility for the University’s orientation and welcome week programs.

Assists Director as needed with overall departmental administration. Works with Director in organizing work of unit, and provides “senior leadership in all facets of Counseling Center operation.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the activities of assigned individuals within the University Counseling Center.

2. Provides mental health and psychological counseling to members of the University community.

3. Consults with students, parents, faculty members, staff members, and administrators regarding individuals of concern. Participates in the University’s Crisis Intervention Team.
4. Coordinates prevention-related programs and workshops.

5. Participates in and conducts research regarding the delivery of quality, professional services. Delivers presentations at professional development seminars and workshops.

6. Assists with unit planning and administration activities; assumes duties and responsibilities of Director when needed.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is occasionally required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or bend; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Master’s Degree in counseling, psychology, social work, or related field from an accredited college or university.

AND

Experience:
Five (5) years of experience related to the above described duties.

AND

Licensure:
Must be licensed by the MS State Board or eligible for licensure.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment