Assistant Director and Staff Psychologist

**Definition of Class**
This is a professional position in which the incumbent supervises staff and trainees in clinical and administrative matters and also provides psychotherapy services for students. The incumbent diagnoses or evaluates mental and emotional disorders of individuals and administers programs of treatment through the University Counseling Center and has primary responsibility for daily management of a UCC service area as designated by the director. This position reports to the Director, University Counseling Center.

**Examples of Work Performed**
Manages and supervises personnel in a designated service area of the UCC (clinical, training, or outreach) as assigned by the director.

Manages resources in the designated service area.

Provides direct clinical supervision of the graduate trainees and any other staff as assigned by the Director.

Assumes on-call responsibilities and provides consultations to staff as needed regarding crisis interventions and hospitalizations.

Provides individual, couples and group outpatient psychotherapy for students in a time effective manner.

Provides crisis and consultation services to the campus.

Consults with the Director regarding student problems and programs regarding psychiatric or psychological evaluations and/or possible withdrawals.

Consults and works closely with staff from the division and around the university to promote the designated service area.

Provides psycho-educational programming for the campus community.

Maintains adequate and timely records related to all UCC duties as outlined in UCC policy.

Utilizes technology to efficiently and effectively provide services.

May provide clinical services to the Employee Assistance Program as assigned by the Director.

May provide services in UCC areas other than the designated area.

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. Manages day-to-day operations of a designated service area.
2. Provides individual, couples and group psychotherapy for students and may perform similar duties with the EAP program.
3. Coordinates and supervises clinical activities of staff and assigned trainees.
4. Provides after-hours crisis/emergency on-call duties.

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 requirement 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.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **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; and walk.

Experience/Educational Requirements:
- **Education:** Doctorate Degree from an accredited college or university in Clinical or Counseling Psychology.
- **Experience:** Two (2) years of experience related to the above described duties.
- **Licensure:** Must be licensed or license eligible as a Psychologist with the Mississippi Board of Psychology. If license eligible, must complete licensure requirements within 12 months of date of hire.

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

Rev. 07/06/15

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