

Position Title

Assistant Director, Counseling

University

Bentley University

Department

Counseling Center

Salary Range**Position Description**

Posting Number: FY15131455

Division: SA - Student Affairs

Position Department: Counseling Center

Position Classification: EF - Exempt/Full Time

Position Band: 30E-Exempt/Salaried

Description of Duties:

The Assistant Director of the Counseling Center provides daily psychological services to the Bentley student population via individual therapy and group work. He/she is available to students and the Bentley community for psychological emergencies as well as day to day psychological issues that are or have the potential to become problematic. In addition, this position manages the department's doctoral-level training program and implements special projects.

Additional Description of Duties: Provides mental health services to students, including diagnostic evaluations; assessments of suicide/homicide or other danger to the community; referrals and monitoring of medications, decisions regarding hospitalization or withdrawal from school; and ongoing treatment and advising families. Maintains legal medical records associated with caseload.

Manages psychological emergencies and crises for individual patients and the community at large.

Manages the doctoral-level training program. Interacts and coordinates with the clinical/training directors of doctoral programs in the greater Boston area; oversee the annual hiring process typically involving over 50 applications; supervises interns; oversees training seminars; and provides direction to other supervisors on staff. Stays updated with changes in licensing and credentialing guidelines to assure program is competitive and meeting appropriate standards; attends evaluation meetings with interns' faculty, often at their campuses. Functions in the capacity of "training director" for interns and staff.

Maintains department website (updates, changes, and content management). Updates records in Titanium, the department's electronic scheduling system, while training and consulting with staff about the system.

Functions as the day-to-day contact person in the Director's absence, which may involve responding to life-threatening crises and providing direction to clinicians, staff and students. Communicates with Associate Dean, when indicated and as needed in Director's absence.

Minimum Qualifications

Position Qualifications:

Doctoral degree in counseling or a related field plus 5 years of demonstrated skills in counseling and therapy. A psychology license is required, or should be obtained during the employee's introductory period. 2-3 years of supervisory experience or demonstrated leadership skills preferred. Must have demonstrated ability to form and maintain strong collegial relationships across the campus. Experience with college-aged students is desirable as well as experience in programs and workshops for a wider range of audiences.

License(s) Required for the Position: A psychology license is required, or should be obtained during the employee's introductory period.

Required Applicant Documents: Resume/Curriculum Vitae
Cover Letter

Please provide schedule hours: Monday - Friday 8:30AM - 4:30PM (Academic Year);
Monday - Thursday 8:00AM - 5:30PM (Summer Months)

Months Per Year: 12
(Staff Only)

Special Instructions to Applicants: Bentley University requires reference checks and may conduct other pre-employment screening.

Position Type: Staff

Quicklink for Posting: jobs.bentley.edu/applicants/Central?quickFind=52699

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Desired Qualifications

University Description

Region Description

Required Application Materials

Application Deadline

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Starting Date

August 2015

Send Applications To:

Mailing Address

Waltham, MA 02452

Phone Number

Web Address

<http://www.Click2Apply.net/bb3f483>