

Director, University Counseling Services

Institution:

[Florida A&M University](#)

Location:

Tallahassee, FL

Category:

Admin - Counseling

Posted:

10/15/2015

Application Due:

01/04/16

Type:

Full Time

Salary:

Negotiable USD Per Year

UPDATE:

TITLE: Director, University Counseling Services

POSITION NUMBER: 23194(A&P)

LOCATION: Student Affairs

PAY GRADE/SALARY RANGE: 05/Negotiable

DEADLINE DATE: 01/04/2016

The Director, Office of Counseling Services, reports to the Associate Vice President for Student Affairs and Dean of Students and is responsible for providing leadership and oversight for all administrative, clinical and educational aspects of the Counseling Center at Florida A&M University, including the planning, development, and evaluation of counseling services for undergraduate, graduate, professional and law students in order to ensure consistent high quality care. Development of a collaborative university counseling center that is in step with current best practices and that incorporates short-term counseling, active FAMU community outreach including parents, partnership with student support services, and management of existing and long-term mental health needs of a very diverse student population is a priority. The Director provides strategic vision and leadership for a multi-disciplinary team of six licensed counselors, a psychiatrist, and three administrative staff. The Office of Counseling Services is accredited by the International Association of Counseling Services (IACS), provides psychological assessment services to students, and responds to crisis situations.

The Director also serves as a member of the FAMU Assessment and Care Team (ACT). The mission of the Office of Counseling Services of Florida A & M University is to increase students' academic success, self-awareness, and knowledge of potential growth and challenges of collegiate experiences through outreach, counseling, consultation, and crisis intervention. The Office of Counseling Services exemplifies and seeks to foster within those whom they serve the following values: courage, diversity, ethics, excellence, respect, scholarship, and service.

JOB SUMMARY/RESPONSIBILITIES

- Provide on-site management of counseling services to students currently enrolled at the university. Oversee daily operation of direct counseling (individual, group, couples and family), assessment, intervention, referral and crisis services. Provide a team-oriented service that reflects current best practices. Provide training outreach and consultation to faculty and staff;
- Provide leadership and guidance in program development, clinical intervention and emergency programs and services. Assure that services adhere to applicable state and federal statutes and regulations, local health and safety laws and regulations, institutional regulations and risk management procedures, and professional code of ethics;
- Responsible for development and implementation of services that support a multicultural, international and diverse population;
- Provide clinical supervision to and work collaboratively with counseling staff, interns, grad assistants and trainees to ensure the highest quality of services to students. Provide oversight to mental health training programs, including recruitment, selection and training;
- Provide policy interpretation and direction for all counseling policies, procedures and contracts. Manage center consistent with IAC's guidelines to maintain accreditation. Responsible for the development and implementation of the Counseling strategic plan and service assessment activities;
- Collaborate effectively with other university departments and community providers to deliver services that address the mental health needs of a collegiate population;
- Provide clinical services and carry a modest caseload;
- Provide assistance in an emergency or significant event that may lead to student emotional distress including: deaths, natural disasters or other services assigned by the Vice President or Associate Vice President of Student Affairs;
- Responsible for budget development and management; and
- Serve on university committees upon request and participates in on-going professional development and service in state, regional or national associations.

MINIMUM QUALIFICATIONS

Must meet the requirements established by the American Psychological Association (APA), which includes a doctoral degree (Ph.D.) and supervised practicum experience. Candidates must hold or be eligible to hold professional licensure in the state of Florida. Licensure must be attained at the time of employment. Position requires annual financial disclosure. Candidates must have demonstrated managerial leadership in a College Counseling Center for a minimum of five years. Over five years of clinical administrative experience is required. Cultural competency, a collaborative style, unwavering commitment to education, and proven active outreach to a university community are essential. Experience working in a higher education environment and a track record of innovation in addressing rising counseling and mental health needs of a college and graduate school student population are essential in the selection of the new Director.

To perform this job successfully, an individual must have the following:

- Knowledge of counseling theory and techniques and the wellness paradigm
- Knowledge of ethical and legal issues in counseling
- Knowledge of university regulations, policies, procedures and practices
- Strong interpersonal skills, including strong oral, written, and listening communication skills
- Ability to effectively carry out personnel activities, including strong clinical supervision, interviewing, hiring, training, scheduling, evaluating, coaching, disciplining and direct work performance
- Demonstrated experience in professional consultation and crisis intervention
- Demonstrated commitment to equity, social justice and proven ability to interact with diverse individuals and groups
- Ability to develop innovative and responsive programs and services for unique student communities
- Ability to work collaboratively and in a multidisciplinary environment
- Ability to work independently
- Ability to conduct research and successful grant writing skills
- Ability to work under pressure and prioritize work load and manage multiple projects successfully

Note: An official college transcript, a high school diploma, or other educational documents must be submitted, where applicable, at the time of employment.

Application Information

Contact:

Brandice Koonce, Edna Knight, Krystal Barnes or Terrisa Brown
Florida A&M University

Phone:

850-599-3611

Online App. Form:

<http://www.famu.edu/index.cfm?hr&Employment>

Equal Opportunity/Equal Access University: Florida A&M University is an Equal Opportunity Employer including minorities, women, veterans and individuals with disabilities.

Reasonable Accommodation: If you require a reasonable accommodation, please contact the Office of Equal Opportunity Programs 10 days prior to the event at (850) 599-3076.