

# Job Description

**Position Title:** Director of the Student & Community Counseling Center

**Job Code:** AD141

**Department:** Student Affairs

**Reports to:** Dean of Students

**FLSA Classification:** Exempt

**Hours Per Week:** 40

**Pay Rate:** $59,870-64,525

**HR Review Date:** March 19, 2015

**Job Summary:** Naropa University seeks a dynamic, visionary, results oriented, leader to oversee the current Student Counseling Center as well as to collaborate on the vision and establishment of counseling services for the broader community. Counseling services to the community will meet vital needs as well as provide expanded internship opportunities for Naropa Graduate Counseling School students. The successful candidate will have strong entrepreneurial skills, creativity and business experience in community program development which must be balanced with a solid background in delivering clinical counseling and supervision in agency or academic settings. The Director must be aligned with Naropa University’s contemplative mission and values.

**Job Duties:**

* Center Development and Management: Provide creativity and leadership in the design and implementation of programs, policies and procedures congruent with University goals, community needs and with the intent to improve the scope, inclusiveness, and quality of services offered. Responsible for tracking of data, program assessment, and the preparation of the Counseling Center’s yearly report.
* Campus and Community Relations and Coordination: Maintain a close working relationship with the team on broad issues and foster a team approach with specific issues. Work to maintain quality relationships with various student groups, staff, faculty, and the Board of Trustees.
* Crisis Consultation: Responsible for consultation on emergency and critical cases. This includes oversight and intervention of campus crisis situations in conjunction with a representative of the Behavioral Assessment Team.
* Development of the Community Counseling Center (CCC): Coordinate the leadership team that is charged with developing short and long term plans for the CCC.
* Supervision and Clinical Services: Supervise the administrative staff of the Counseling Center and coordinate the GSP faculty clinical supervisors. Provide group supervision to interns.
* Intern Counselor Management: Interview, select and train diverse intern counselors from GSP programs. Create psycho-educational trainings that address topics relevant to the CCC. Train interns in business and financial practices related to running a nonprofit center.
* Outreach: Provide and coordinate outreach activities such as workshops, trainings, and presentations on psychological topics to students, faculty, staff, and parents on a variety of psychological issues and crisis situations.
* Budget and Business Management: Plan and prioritize the budget for the Counseling Center; resource allocation and management; and articulate budget needs. Set up and operate a business system designed to achieve the financial objectives including best practices for non-profit counseling agencies. Work in collaboration with the Business office.
* Marketing and Public Relations: Create visibility of the Counseling Center to the community through education, networking with other agencies, coordination with the Department of University Relations and cultivate the extended Naropa community of graduates and supporters.
* Relationship with Development Office: Coordinate grant writing, foundation relationships and other fundraising methods for the CCC.
* Other duties as assigned.

**Minimum Qualifications:**

* M.A. in Counseling or related field (including MSW) with Colorado State L.P.C. or LCSW.
* Three years of demonstrated experience providing clinical supervision to student interns.
* Specific experience working with populations of color, issues of gender identity and sexual orientation, cultural and religious diversity, able-ism, and other areas of privilege and oppression.
* Breadth of experience assessing and working with clinical areas such as mood disorders, depression, anxiety, bipolar, PTSD, eating disorders, substance abuse.
* Alignment with Naropa University’s contemplative mission and values.

**Preferred Qualifications:**

* Ph.D. or Psy.D.
* Licensed Psychologist in the state of Colorado.
* At least two years of entrepreneurial experience in the development and management of a nonprofit clinical agency or in a group clinical setting.
* Established experience working with college-age population.
* Understanding of mindfulness-based psychotherapy.
* Bilingual Spanish speaking skills.
* Experience in grant writing and nonprofit fundraising.

**Applications:** Application review continues until position is filled. Qualified candidates should apply online and include a letter of interest and resume.

*Naropa University is actively engaged in creating an inclusive, diverse community and is proud to be an Equal Opportunity Employer. In keeping with our diversity initiatives, we encourage applications from persons of historically under-represented groups and those who support diversity.*