

Date Submitted:

Position Information

Position Title: Director of Counseling

Institution: Utica College

Department: Student Affairs

Position Description: The person in this position is responsible for providing leadership and direction to the College related to counseling services for students, supervising the counseling staff, counseling students, and coordinating psycho-educational outreach programming.

Administrative Responsibilities:

- Develops and articulates a vision for the future counseling needs of students and the services required to meet those needs.
- Provides leadership and direction to the College for providing counseling services to current and expanding student populations.
- Coordinates all administrative tasks related to the provision of counseling services on campus.
- Provides campus with information regarding the Counseling Center and the role of its staff members on campus (for example: brochure regarding services provided, informational letters to students and faculty, presentations at orientation.)
- Develops and implements general tracking system for students seen at the Counseling Center.
- Maintains, shares, and updates listings of referral services in the area.
- Maintains contact with directors/counselors from upstate New York college campuses through attending conferences/meetings, etc.
- Prepares and ensures the implementation of short-range and long-range goals, objectives, and initiatives for the Counseling Center.
- Works with appropriate faculty and staff to develop, implement, and assess specific objectives related to Student Affairs divisional goals and the College's strategic plan.
- Prepares budgets for Counseling Center.
- Serves on College committees as needed and appropriate

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Counseling/Advising Responsibilities:

- Coordinates all counseling services for students.
- Serves as primary referral source for faculty, staff, and parents who are seeking assistance for students.
- Provides individual personal counseling and consultation services to Utica College students
- Coordinates counseling services for students in crisis and works with other members of the UC community in providing such services to students.
- Consults and provides referrals to individuals from the community looking for counseling services in the Utica area (for example, students or counselors from other colleges looking for local services).
- Coordinates Counseling Center on-call schedule, and participates in on-call rotation.
- Takes an active role in the development of the department's strategic and operational plans as required by department leadership. Works closely with department supervisor to develop and implement operational goals that support departmental success.
- Responsible for working with supervisor and other team members to achieve successful results on all established individual and departmental goals and key performance indicators.

Supervisory Responsibilities:

- Provides individual and group supervision for Counseling Center staff.
- Plans and implements relevant staff development activities (e.g. attending off-campus conferences and workshops, webinars, and meetings with local providers and professional groups, etc.)
- Establishes his/her annual and long-term goals and objectives and key performance indicators consistent with the College's strategic plan and related operational goals, consultatively develops the same for supervised staff, and administers annual performance evaluations using the College's performance management system.

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Programming Responsibilities:

- Plans, publicizes, and implements psycho-educational and outreach programs for students (on topics such as mental health, stress reduction, suicide prevention, sexual assault prevention, alcohol and other drug abuse prevention, etc.) in conjunction with other offices on campus as appropriate.
- Works with faculty and staff to provide informational workshops, trainings, or discussion groups as requested.

Salary: 55,000 - 65,000

Start Date: 8/22/15

Qualifications:

- Doctorate in Counseling Psychology, Education, or related field preferred. Master's degree in counseling or related field required.
- Current New York State License (as appropriate to field of practice).
- Three to five years experience in clinical setting, preferably in higher education.

SPECIFIC SKILLS/ABILITIES:

- Must be self-directed with strong organizational and facilitation skills.
- Must have strong counseling and therapeutic skills.
- Must have prior clinical supervisory experience.
- Requires effective interpersonal, written, and oral communication skills and the ability to use those skills to establish and maintain effective working relationships.
- Must possess demonstrated ability to identify, analyze, and resolve complex problems/challenges.
- Must demonstrate an understanding of and commitment to the complexity of effectively providing counseling and outreach/ psycho-educational programming to a culturally diverse campus community.
- Strong computer skills using Microsoft Word, Excel and student information systems desired.

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Institution Description: Utica College is a comprehensive, independent, private institution founded in 1946. We offer many of the advantages of a large university, such as: undergraduate and graduate degree options, excellent academic programs, outstanding faculty...but with an intimacy and a high degree of personal attention more closely associated with smaller private colleges.

Utica College offers a broad range of opportunities to grow personally and intellectually, helping you to build a strong foundation for success in your professional life.

Students at UC often develop strong relationships with faculty and fellow students, forging bonds of friendship and academic affinity that can last a lifetime.

Region Description: Utica College is located in the heart of Central New York. There are many different areas of interest to explore that accentuate life in the Mohawk Valley. With an estimated population of 300,000 the region supports major industries in manufacturing, health care, education, finance, retail, and tourism, thus creating an atmosphere that makes life diverse.

Application Instructions

Contact Name: Kristen Phelps

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Contact Phone: (315) 792-3276

How to apply: Apply online at <http://uc.peopleadmin.com/postings/1261>

Application deadline: 3/27/2015