**Job Title: Director of Counseling Services**

**Revised:** June 2018

**Status**: Full-time 12 month schedule Exempt

**Reports To:** VP of Student Life/Dean of Students

**Overview:** This position plans, organizes, and provides administrative direction and oversight for all operations, activities, programs and services of the Counseling Department. Working with the VP of Student Life/Dean of Students, oversees department planning and program development to meet the needs of students and goals of the college. Serves as the first response during crisis intervention situations and serves as a member of Augustana’s behavioral risk assessment team.

**Supervises:**

* Student Counselors : 1 full time and 1 part-time counselor. Each work during the academic year only.
* Administrative Assistant: 30 hours per week during the academic year.

**Primary Duties:**

1. Oversees work of the counseling staff, assigns work load and evaluates program offerings. Serves as a resource for student counselors on strategies for success and effectiveness.
2. Meets with individual students to provide counseling for a wide variety of needs during office hours. Work with students to resolve issues, involving others on campus as needed.
3. Collaborates with community partners both internally and externally to meet student needs. As needed, makes referrals for off-campus services for student issues
4. Consults with faculty, staff, and parents on current, on-going or potential issues, needs and prevention techniques.
5. Plan, conduct and evaluate psycho-educational group presentations as needed and requested. Revise offerings to fit the needs of the campus community.
6. Provides training to students, staff, faculty and professional staff on a range of issues related to mental health and well-being as requested.
7. Document student meetings within the established protocols of the office.
8. As appropriate and requested, consult with members of the faculty and other campus community members regarding students concerns.
9. Provides recommendations to the VP and Dean of Students regarding a student’s suitability for enrollment.
10. Serves as a member of the college’s Risk Assessment Team.

**Additional Duties:**

1. Serve as a confidential reporting resource for survivors of sexual assault or other crimes.
2. Attend division wide meetings to understand and support the efforts of others within the student life division.
3. Serve on task forces, committees, or other campus organizations as needed to further the goals of the department.
4. Participate in local, regional and national associations, conferences and meetings to stay abreast of trends and suggest strategies for college’s continued improvement in student mental health issues and counseling.
5. Other duties as assigned

**Skills & Knowledge:**

* Demonstrated skill in providing counseling services to the 18-22 year old population.
* Ability to effectively deliver generalist clinical counseling to a diverse student population.
* Ability to make effective decisions with limited time and input from others.
* Ability to communicate and collaborate with a diverse group of campus partners including colleagues, students, and community stakeholders.
* Ability to mentor, lead and supervise professionals and student staff.
* Budget creation, tracking and management skills.
* Ability to use Titanium or other recordkeeping data base system.
* Deep understanding of the unique issues that arise with an academic, competitive, residential liberal arts institution.
* Ability to work independently and with limited supervision to accomplish work outcomes.

**Education & Experience:** Doctoral degree in clinical psychology or Master’s degree in social work or counseling. 7-10 years of professional experience providing services and/or leading professionals in this area. Experience working with student populations and/or experience in a higher education setting is highly preferred. Must be licensed or eligible to be licensed in Illinois.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to lift 15 pounds on a frequent basis. Also required is the ability to listen, hear, speak, read, write, climb stairs, bend, stoop, and stand for intermittently long periods of time. Must possess finger and hand dexterity for using small tools and equipment. Must be able to use a computer to accomplish a variety of job tasks.

**Travel & Work Hours**

Little to no travel is expected for this position. This position will be required to be available for crisis intervention and/or assessment during weekend and evening hours.

**EEO Statement:**

Augustana is an Equal Opportunity Employer. It is Augustana College’s policy to provide equal opportunity to all qualified employees and applicants without regard to race, color, religion, gender, age, national origin, disability and any other category protected by federal, state or local law.

**Note:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities are subject to change at any time with or without notice.

**Application Instructions**

Interested applicants should send a cover letter including salary requirement and resume to [humanresources@augustana.edu](mailto:humanresources@augustana.edu) no later than July 20, 2018 for full consideration. EOE