

Director

Posting Details

POSTING INFORMATION

Internal Title	Director
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Pay Band	8
Level	5
Department	Counseling
Job Purpose	The Director is accountable for the overall administration and coordination of the resources and functions of the Counseling Center. The position is responsible for budgeting, organizing, planning, managing, supervising and evaluating a comprehensive counseling and substance abuse prevention service and health education program. Additionally, the director is a provider of care. The Director utilizes the Center's personnel and budgetary resources to meet goals of the Division of Student Affairs and the College of Charleston. The Director advocates for the psychological and developmental perspectives which need to be considered within the College community. The Director collaborates closely with the team of professionals in Student Health Services.
Minimum Requirements	Experience in a college/university counseling center in an administrative, supervisory capacity with evidence of financial management is required. Candidates must be eligible for clinical licensure in SC. Candidates should be able to maintain licensure by engaging in professional growth and development conferences. Demonstrated expertise in crisis intervention and management. In-depth understanding of the changing demographics and the psychological challenges and behavioral health needs of college students is highly preferred. A doctorate in applied psychology or related field from an accredited college or university, and experience in the practice of applied psychology is required. Candidates with an equivalent combination of experience and/or education are encouraged to apply.
Required Knowledge, Skills and Abilities	Leadership qualities with the ability to self-direct and drive growth in areas of student behavioral health and wellness. Administrative, clinical training and supervisory skills obtained through documented professional experience. Experience developing clinical and operational protocols in a behavioral health setting. Knowledge of current ethical guidelines and legal issues within the field of psychology and behavioral health and as applied in a clinical environment within an institution of higher education. Demonstrated understanding and strong commitment to diversity and inclusion. Knowledge of psychological evaluation and assessment techniques and community psychological resources. Can utilize a trauma-informed approach to provide student, individual, couples, and group counseling, as well as case management and crisis intervention for high need students. Ability to supervise, train and evaluate professional staff members. Ability to coordinate research activities and evaluate research findings. Ability to communicate effectively with student-clients, program directors, agencies, concerned family members and the public as needed. Excellent interpersonal, verbal, written and technology skills.
Additional Comments Regarding Position	Position requires participation in on-call rotations and crisis management which may prompt after-hours responses to emergencies.

Special Instructions to Applicants	*Salary is commensurate with education/experience which exceeds the minimum requirements. Offers of employment are contingent upon a successful background check. All applications must be submitted online https://jobs.cofc.edu .
Salary	*\$71,661 - \$84,309
Posting Date	09/17/2018
Closing Date	10/15/2018
Open Until Filled	No
Posting Number	2018142
EEO Statement	The College of Charleston is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.
Quicklink for Posting	http://jobs.cofc.edu/postings/7955

Job Duties

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Activity	1. Manages day-to-day operation of Counseling services, including but not limited to leadership, supervision, budgetary, and facility responsibilities. Directs, coordinates, and evaluates activities of staff engaged in patient assessment and treatment. Plans and supervises psychological programs and evaluates existing programs to determine if desired objectives are being achieved.
Essential or Marginal	Essential
Percent of Time	30

Job Duties

Activity	2. Directs counseling services for groups and individual students. Consults and/or engages with families or other support networks for students, as needed. Performs psychological evaluations and psychotherapy. Provides clinical supervision of staff and trainees. Directs treatment team meetings, peer reviews, staff recruitment and staff evaluations. Sets protocols for crisis intervention services and outreach/prevention programming. Consults with or provides consultation to other doctors, therapists, or clinicians regarding client care. Ensures that the Counseling Center is in strict compliance with SC law, FERPA, HIPAA and professional ethics; including record keeping.
Essential or Marginal	Essential
Percent of Time	30

Job Duties

Activity	3. Directs outreach and programming activities related to substance abuse, wellness, and psychological concerns for students, families, community partners, student groups, College student service departments and academic partners. Supervises administration of Alcohol and Drug program and Health Education service component including assessment, report- writing, treatment, education, and social-norming components. Oversees implementation of Counseling Center's component of the student conduct-related prevention and sanctioning programs related to alcohol and drugs.
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Essential or Marginal Essential

Percent of Time 10

Job Duties

Activity 4. Serves on the Students of Concern Committee as a permanent member and other college committees and task forces as needed. Serves as a consultant to the College community regarding student concerns and mental health. Serves as a member of the Student Affairs on-call roster, supports staff and provides after hours on-call support to all on-call.

Essential or Marginal Essential

Percent of Time 10

Job Duties

Activity 5. Supervises and advises other staff including psychologists and counselors regarding test interpretations, treatment programs and research projects. Develops and conducts training sessions related to psychological theory and practice. Advise supervisors regarding emerging trends in student behavioral health.

Essential or Marginal Essential

Percent of Time 10

Job Duties

Activity 6. Works cooperatively and collaboratively with Division of Student Affairs departments and other offices in the College. Submits required assessment reports, strategic planning documents and other required documentation.

Essential or Marginal Essential

Percent of Time 10

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?

- Public Job Posting
- Internal Job Posting
- Agency Referral
- Advertisement/Publication
- Personal Referral
- Website
- Other
- Indeed.com
- Monster.com
- Post and Courier
- Word of mouth
- Chronicle of Higher Education
- Job fair
- Hiring Our Heroes (linkedIn)
- SC Works (SC Department of Employment and Workforce)
- Twitter

Applicant Documents

Required Documents

1. Resume
2. Cover Letter / Letter of Application
3. Reference List

Optional Documents

1. Other Document
2. Other Document 2
3. Other Document 3

The College of Charleston is an Affirmative Action/Equal Opportunity employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.