

# Director of Counseling and Disability Services

## Position Details

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### Position Details

<b>Position Title</b>	Director of Counseling and Disability Services
<b>Advertised Salary</b>	Salary is commensurate with qualifications.
<b>Posting Number</b>	A0001750
<b>Location</b>	Kendall College of Art & Design of Ferris State University - Grand Rapids
<b>Number of Positions Available</b>	1
<b>FLSA</b>	Exempt
<b>Part-time/Full-time</b>	Full-time
<b>Position Type</b>	Administrative
<b>Summary of Position</b>	Under administrative direction of the Dean of Student Success, the Director has administrative, program development and direct service responsibilities over mental health counseling, disability services, tutoring, learning centers, and retention initiatives. The primary goal is to empower students to navigate college life by providing opportunities to develop themselves through comprehensive counseling, accommodations, and programming.
<b>Posting Date</b>	06/04/2019
<b>Initial Application Review Date</b>	06/21/2019
<b>Closing Date</b>	
<b>Open Until Applicants are Selected, Selected for interview, or Position Filled</b>	Yes
<b>Special Instructions to Applicants</b>	Transcript 1 (Required): Applicants must attach a copy of unofficial transcripts of Master's degree. Transcripts must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript. Applicants selected for an interview will be required to submit 3 letters of reference.

### Required Qualifications

<b>Required Education</b>	Masters degree in Counseling, Psychology, or Social Work from an accredited college or university.
<b>Required Work Experience</b>	At least four years experience in mental health counseling. At least two years experience in a leadership role.
<b>Required Licenses and Certifications</b>	Full licensure in the State of Michigan.

### Additional Education/Experiences to be Considered

<b>Additional Education/Experiences to be Considered</b>	Experience working in higher education. Experience working with short term counseling and/or crisis intervention. Experience working with disability accommodations.
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## Duties

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### Duties

Conduct individual and/or group counseling, and provide crisis intervention services as needed. Develop a referral network to provide additional services to students and refer students as necessary.

Oversee the disability services program, determine eligibility for services and set up accommodations for students who qualify for disability services under the ADA.

Work with faculty, and staff to clarify Kendall's responsibilities under Section 508/ADA.

Identify campus wide needs for compliance with disability laws and regulations and advocate for appropriate resources in the budget planning process.

Attend meetings and conferences in the field of higher education and disability and promote an educational and societal environment at KCAD that values disability and embodies equality of opportunity.

Oversee the implementation of test proctoring.

Oversee the tutoring and learning centers, hire tutors/consultants.

Responsible for establishing and assessing outcomes of counseling and disability services.

Market the counseling, tutoring/learning centers and disability services program through individual education, maintaining the website, and coordinating the development and distribution of promotional materials.

Serve as custodian and administrator for student counseling records.

Provide consultative services to faculty and staff regarding students of concern.

Serve as a member of the Emergency Management Leadership Team and serve on other standing or ad hoc committees.

Work with other members of the Student Success Division, and faculty and staff on projects to promote student success and retention, including Title IX initiatives.

Develop and maintain program budget.

Other duties assigned by supervisor.

### Essential/Marginal

Essential

## Responsibilities / Skills and Abilities

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### Responsibilities

#### Responsibilities

Responsible for the day-to-day operations of the counseling tutoring and disability office through a combination of direct service and program development. The Director maintains a counseling caseload; conducts assessments; assists in program development and assessment; facilitates referrals; provides resources; and supports/develops initiatives to increase retention, student satisfaction and student persistence.

### Required Skills and Abilities

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Knowledge of ADA, Section 508 and Rehabilitation Act.

Ability to accept students unconditionally, regardless of differences in values and attitudes.

Maintain the confidentiality of client records and information in accordance with departmental policy and current professional ethics and standards of practice.

Effectiveness in oral and written communication.

Ability to create a positive therapeutic environment.

Willingness to deal with emergency situations and effectiveness in using crisis intervention techniques.

Ability to complete thorough psycho-social assessments.

Recognizes professional role limitations and makes appropriate referrals when necessary.

Awareness of and respect for diverse issues and their effects on the client and counseling.

Desire and ability to work with a college population.

Knowledge of the developmental issues of college students.

Demonstrated leadership and collaborative abilities.

Ability to adapt to changing duties.

Highly motivated and self-directed.

Strong interpersonal and organizational skills.

Ability to work effectively and in a participatory manner with all segments of the college community.

Knowledge of relevant legal and ethical requirements for counseling services and mental health professionals.

## Documents Needed to Apply

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### Required Documents

1. Resume
2. Cover Letter
3. Transcript 1

**Optional Documents****Posting Specific Questions**

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Required fields are indicated with an asterisk (\*).

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

- CareerBuilder.com
- Indeed.com
- Monster.com
- LinkedIn
- Facebook
- Twitter
- MLive
- Newspaper; Pioneer, Grand Rapids Press, other
- Ferris State University web site
- Personal Referral
- Agency Referral
- Other