

The Assistant Director supports the goals of the Counseling Center and the Division of Student Development through maintaining an active caseload of students, providing community referrals as needed, and facilitating campus-wide educational programming.

ESSENTIAL FUNCTIONS:

1. Interacts with respect, support, warmth, and encouragement with students, staff, and faculty
2. Provides vision, leadership, and strategic direction for mental health programs, services, and initiatives
3. Provides individual, group, and couples counseling to the student community
4. In conjunction with the Director of the Counseling Center, maintains the assessment data for the Counseling Center
5. Develops and facilitates campus-wide educational programs
6. Serves on the Sexual Respect and Awareness Committee
7. Oversees the social media presence for the Counseling Center
8. Serves in the on-call rotation for the Counseling Center
9. Assists with the compilation of the College's Biennial Review report requirements
10. Assists with providing clinical training and supervision of doctoral interns
11. Serves as the liaison for campus and community partners that support the Counseling Center
12. Provides consultation and outreach to staff, faculty, students, parents and campus departments concerning students' mental health concerns and assists them in making appropriate on and off-campus referrals for care
13. Contributes to the success of the Student Development Division by performing all other duties as needed to drive the vision, fulfill the mission, and abide by the values of the College

EDUCATION, WORK EXPERIENCE AND REQUIREMENTS:

1. Psy.D. or Ph.D. in Counseling Psychology or Clinical Psychology from an APA-accredited program
2. Currently licensed, or license eligible, as a psychologist in Florida by the Florida State Board of Psychology within one year of starting employment
3. Minimum of 3 years working in a leadership position within a clinical setting is preferred
4. Clinical licensure or license-eligible in counseling, psychology, or social work preferred
5. Experience with clinical training and supervision preferred
6. Experience with electronic medical record keeping with a program such as Titanium
7. Ability to work independently with minimal supervision, be proactive, and take initiative
8. Positive attitude and willingness to learn new technology while being proficient in Titanium, Word, Excel, PowerPoint, and Outlook
9. Must relate well to a variety of constituencies; have excellent skills in communication, including telephone and writing ability; and strong interpersonal skills with a gracious demeanor in demanding situations
10. Must be extremely flexible in a fast-paced, dynamic environment; and be self-motivated, showing initiative and perseverance
11. Must possess strong character and integrity; keep confidences; have strong organizational skills; enjoy working in a multi-task environment; and work well as a "team player"

APPLICATION INFORMATION

Contact:

Human Resources
Florida Southern College

Online App. Form:

<https://www.flsouthern.edu/human-resources.aspx#hr-working>