The University of Toledo invites inquiries, applications, and nominations of energetic, resourceful, innovative and successful leaders for the position of the Director of the University Counseling Center (UCC). Reporting to the Associate Vice President for Student Affairs and Director of Residence Life, the Director is responsible for the leadership, overall administration, supervision, and coordination for planning, delivery and evaluation of mental health services for a multi-culturally diverse student body. The Director also directs the planning, implementation, and evaluation of the Sexual Assault Education and prevention Program (SAEPP) along with the Alcohol, Tobacco, and Other Drug Prevention Program (ATOD).

The University Counseling Center is the mental health service for University of Toledo students. It provides counseling, mental health and wellness programming, and crisis intervention services to help students cope with the demands of college and to facilitate the development of life adjustment strategies. In addition, the Counseling Center staff provides training to graduate students in several disciplines including Clinical Psychology, Counselor Education and Supervision, and Social Work. All trainees are supervised by licensed professionals within the Counseling Center, according to the rules and regulations of their discipline.

Positions that report directly to this position are Associate Director, Psychologists, Clinical Counselors, Social Workers, support staff, and UCC graduate student trainees. The Director supervises a staff of 5 full time professional staff, 1 support staff, 8 interns, and 4 graduate assistants, and manages an operating budget of $670,000.

About the University of Toledo

Founded in 1872, The University of Toledo (UT) (www.utoledo.edu) is one of 14 state universities in Ohio. It is classified as a Carnegie high research-active university. UT currently has an enrollment of approximately 16,000 undergraduate and 4,500 graduate/professional students. Approximately 20 percent of students reside on campus, and most of the remaining 80 percent live within 3-1/2 miles of campus.

Offering more than 150 doctoral, professional, graduate and undergraduate programs, the University of Toledo is just one of 20 public U.S. universities that offer programs in the following seven professional fields: business, education, engineering, law, medicine, nursing and pharmacy. The University consists of twelve academic colleges and a medical hospital. There are six campus locations: the Bancroft Campus (the main campus location), The Toledo Museum of Art Campus and Center for the Visual Arts, the Scott Park Campus, the Health Science Campus, the Lake Erie Center and Stranahan Arboretum. UT has invested more than $300 million in capital projects to renovate, rebuild and revitalize university facilities across all campuses.
With approximately 7,000 employees and an institutional budget exceeding $900 million annually, the University plays a central role in economic development in northwest Ohio.

About Toledo

Toledo is a city in Lucas County in northwest Ohio, at the western end of Lake Erie and c bordering the state of Michigan. It has become a city with an art community, auto assembly businesses, education, healthcare, and local sports teams. The Toledo Museum of Art and the Botanical Garden are among the most popular tourist attractions. The city's glass industry has earned it the nickname, "The Glass City".

The Toledo metropolitan area had a 2014 population of 651,500. It is one of the most populous cities in Ohio after Columbus, Cleveland, and Cincinnati and Akron. The 2016 cost of living index is 92.7, less than the US average of 100.

About the Position

The Director provides leadership, coordination, strategic planning, and oversight for all of the mental health services of the center, including appropriate and timely direct services provided to students. In addition, the Director oversees personnel selection and evaluation, program planning and evaluation, and budget planning and management of resources within the Counseling Center. The Director and members of the Counseling Center staff set and carry out annual goals and objectives, continuously assessing, monitoring and improving service offerings in response to the changing needs of students and the University.

Other duties include the following:
- Supervise and evaluate professional and clerical staff, and coordinate staff in-service training programs.
- Provide oversight for the Sexual Assault Education and Prevention (SAEPP) and the Alcohol, Tobacco, and Other Drug Prevention Programs (ATOD) including education for both programs.
- Lead crisis intervention team efforts and provide crisis intervention to restore stability for individuals and/or the campus-wide community. The Director is expected to be on call for crisis situations arising on campus, and to work weekend and/or evening hours as necessary.
- Provide consultation services as needed for students and staff to address the personal, social, and developmental concerns of students.
- Provide training, professional development and supervision of trainees working toward graduate degrees in the mental health field.
- Plan and implement preventative and educational programs, workshops and consultations related to mental health.

Qualifications
Education and licensing

- Doctorate in Counseling Psychology, Educational Psychology, Clinical Psychology, Social Work or Counseling and Guidance is required.
- License or license eligible in the State of Ohio by the State Board of Psychology; meet APA criteria to supervise doctoral students is preferred.
- Twenty-three hours of continuing education approved by the State Board of Psychology is required every two years to maintain licensure.

Experience

- Seven years of experience including a minimum of five years with partial or full-time administrative duties in a college counseling center or comparable professional setting is required.
- Three to five years of professional staff and intern supervisory experience in a college counseling center or comparable setting is required.
- Demonstrated experience working with and appreciation for diverse student populations is strongly desired.
- Experience in the areas of administration, organization and development of counseling and mental health services and programs in a university setting is strongly desired, including specific experiences in assessment, Quality Improvement, performance appraisal and evaluation, and use of data to inform decision making.
- Specific experience in the development of outreach counseling and adult programs is recommended.

Knowledge

- Experience and knowledge in these areas: Title IX issues including support programs and services as well as compliance with federal and state regulations, ATOD, suicide prevention programs for college students, and risk management.
- Experience with and knowledge of codes of ethics of the helping professions and standards of the American Psychological Association, American Counseling Association and the International Association of Counseling Services, Inc.
- Knowledge of student development and residence life issues is preferred.

Communication and other competencies

- Demonstrated excellence in verbal communication and customer service.
- Success as a collaborator with stakeholders both on campus and in the community.
- Reputation as a fair-minded, consistent and approachable supervisor who holds staff to high standards of performance.
- Reputation as a resourceful and innovative leader.
- Competence in Microsoft software programs and use of the internet.
- Knowledge of electronic records system (e.g., Titanium).
How to Apply

Nominators should send their nomination along with contact information for the person nominated.

Interested individuals should send a letter of application that relates the applicant’s skills and experiences to the stated qualifications for the position along with a resume that reflects notable achievements.

Applications and nominations should be submitted electronically to UT@wspelman.com, with the subject D/UCC.

Confidential inquiries should be made to Leila Moore, Vice President, William Spelman Executive Search. Telephone number: (603) 978-0316.

For full consideration, all materials should be received by Monday, January 9, 2017. Materials arriving after this date will be reviewed and considered until the position is filled.

The starting date for this position is on or about March 1, 2017.

The University of Toledo is an Equal Access/Equal Opportunity University Campus.