

St. Paul Office Coordinator/Staff Psychologist

Qualifications

REQUIRED QUALIFICATIONS:

- Doctorate in counseling or clinical psychology from an APA-accredited doctoral program
- Licensed Psychologist in Minnesota (or another state where licensure can be transferred to Minnesota)
- Two years post-licensure direct counseling service experience
- Minimum of two years working in a college counseling setting

PREFERRED QUALIFICATIONS:

- More than two years working in a college counseling setting
- Demonstrated expertise, experience, and interest and in a higher education setting working with diverse populations (such as international students, under-represented student populations, GLBT-identified students and students with disabilities, etc.)
- Mental health and college counseling generalists who can assist students with career, academic and personal concerns
- Trained and experienced in crisis intervention skills across the diagnostic spectrum, as well as crisis consultation to other University units
- Experience working with victim-survivors of sexual assault and other trauma
- Experience creating and presenting outreach presentations to students, staff and faculty
- Demonstrated ability to function at a high level of independence and professionalism
- Demonstrated skills and abilities working as a collaborative partner on an interdependent team

- Experience working with student groups
- Supervision experience

About the Job

The St. Paul Office Coordinator and Staff Psychologist provides mental health counseling, outreach and consultation, and is located on the St. Paul campus.

JOB DUTIES:

- Program Coordination

Coordinate office functioning, monitor and coordinate office service demand; maintain constructive relationships with student services coordinators and other relevant administrators, faculty and staff in the academic programs based on the St. Paul Campus; coordinate and/or collaborate with faculty and staff, academic programs and Student Affairs units in St. Paul

- Counseling

Provide shorter term, goal-focused individual counseling in the areas of personal concerns, academic difficulty, and career development, and group counseling (support and process groups); provide crisis counseling

- Outreach

Develop and present psychologically-based workshops and presentations; participate in University multi-disciplinary emergency response teams

- Consultation

Provide both informal and formal consultation services for faculty and staff

- Training

Supervision and training with SCS practicum, advanced practicum and APA-accredited internship programs

- Teaching

Teach invited seminars/guest lectures for SCS Training Program and psychological topics in University courses upon request of the faculty

- Committee Service

Participate in relevant committees within SCS, Student Affairs, and the University consistent with Academic Professional role. Chair committees as relevant.

- Additional responsibilities as assigned

TERMS: This is a 100% time annually renewable academic professional position (classification 9724M2, Mental Health Care Provider 2).

SALARY: \$61,049 to \$80,000, DOQ.

About the Department

Student Counseling Services (SCS), a unit of the Office for Student Affairs, has provided services to the University of Minnesota community since 1932. We promote student success and wellness with a respect for individual differences and a commitment to diversity and inclusion. SCS supports the teaching, research, and outreach/service missions of the University of Minnesota by offering comprehensive, accessible, flexible counseling, consultation, instruction, skills coaching and professional training. SCS is organized around four core services: Counseling Programs, Campus Outreach, Student Academic Success Services, and Professional Training. Our vision is a university where all students are empowered to reach their personal, academic, and career goals.

Student Counseling Services promotes success by helping students with:

- Mental health and life concerns
- Learning and academic skills challenges
- Career uncertainty
- Faculty/staff - student communication

SCS has two locations, Minneapolis East Bank and St. Paul campus. SCS is accredited by the International Association of Counseling Services (IACS) with a doctoral level internship training program accredited by the American Psychological Association. More information on SCS can be found at counseling.umn.edu.

How To Apply

Applications must be submitted online. Please submit your application materials through the University of Minnesota Human Resources site by visiting:

<https://humanresources.umn.edu/content/find-job>

and search by keyword or Job# 329361.

You will have the opportunity to complete an online application for the position and MUST attach the following:

- a cover letter addressing how they meet the required and preferred qualifications for the position
- resume/CV
- list of three professional references with their contact information

Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "Add Attachments" section.

Review of applications will begin immediately and will continue until the position is filled. Applications submitted by April 8th, 2019 will be given full consideration.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-UOHR (8647). For inquiries regarding the position, contact Brian Tebbitt at btebbitt@umn.edu.

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: <http://diversity.umn.edu>.

Background Check Information

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.