



DATE ISSUED: 09/05

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, Counseling Services

JOB SUMMARY

Performs personal, advanced counseling or training based on psychological, sociological, or other accepted techniques. Counseling may be performed at the individual or group level. Responsibilities involve the provision of professional counseling, analyzing of special complex problems and management of counseling programs. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Counseling Services

Supervises: Senior Staff Counselors, Psychology Interns, and practicum students

PRIMARY DUTIES - *May include, but not limited to the following:*

Plans and provides counseling and/or training programs within an assigned area.

Administers, evaluates, and interprets results of tests given.

Organizes and relates individual data into identifiable patterns of behavior and development.

Approves case plans and reviews cases to maintain uniformity in application of policies and standards.

Provides individual, couples, group, and crisis counseling relative to personal and social problems.

Maintains close working relationship with all community agencies that offer related services and secures their cooperation on individual cases.

Interprets, analyzes, synthesizes and identifies problems and solutions to problems.

Sets work objectives and goals and plans a program to reach these goals.

Consults with faculty, students, and staff concerning student needs.

Coordinates and monitors staff development.

Adheres to workplace safety policies and guidelines.

*Assistant Director,
Counseling Services
Date Issued: 09/05
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Participates in Student Life Division activities.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Ph.D. in Counseling or Clinical Psychology or a related field of study. Psychology license or eligibility for licensing in the State of Texas. Must be licensed as a Psychologist in the State of Texas within 12 months of employment.

EXPERIENCE

Two years of post-doctoral work experience in a clinical setting. Supervisory and training experience helpful. Prefer experience in a university counseling setting.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.

Ability to apply budgetary and fiscal planning techniques within financial constraints.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Ability to communicate effectively -orally, by phone, in person, and in writing.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

Assistant Director,
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors primarily in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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Counseling Services
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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.