



**DATE ISSUED:** 11/05

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Psychology Intern

### **JOB SUMMARY**

Performs supervised individual, couples, crisis intervention and group counseling to students experiencing social, emotional, and vocational problems. Provides psychological assessments and makes appropriate referrals. Supervision for work provided by a licensed Psychologist. Work is performed under general supervision and performance 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:* Assistant Director, Counseling Services/Director of Training

*Supervises:* Practicum students

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

Conducts intake interviews with students who request counseling services.  
Provides counseling to TWU students on a scheduled or crisis intervention basis.  
Provides clinical supervision to Practicum students.  
Provides outreach workshops and lectures.  
Provides psychological assessment.  
Maintains up-to-date files on clients and supervises.  
Consults with faculty and staff concerning student needs.  
Acts as a liaison between client and community resources as needed.  
Attends training seminars and supervision on a weekly basis.  
Represents the department and division at public relations events.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

## **EDUCATION**

Must be a current Doctoral student in a counseling or clinical psychology program which requires an internship. Must have completed the equivalent of four semesters of supervised practicum courses in counseling/psychotherapy, a course in group psychotherapy, and all other course work and qualifying examinations.

## **EXPERIENCE**

The equivalent of four semesters of supervised practicum courses in counseling/psychotherapy.

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

Working knowledge of office practices and methods.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

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

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

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

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

## **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.

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**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*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 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.***