

**JOB POSTING: Director of the Counseling Center**

Posted: 1/17/2019

The Director of the Counseling Center is responsible for providing a full range of counseling activities that support a diverse student population including, but not limited to, individual and group therapy, crisis intervention, and consultation, and for providing the administrative oversight of the Counseling Center. The Director also provides and supports outreach programs in areas such as alcohol, eating disorders, and other issues related to mental health and wellness. The Director coordinates and participates in a 24-hour on-call emergency coverage rotation.

**CLASSIFICATION:** Administrative

**FLSA STATUS:** Exempt

**SUPERVISION RECEIVED:** Supervised by the Assistant Dean of Students.

**SUPERVISION EXERCISED:** Supervises the Counseling Center professional and support staff.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Oversee all administrative operations of the Counseling Center including, but not limited to, staffing, budget, records management, and updating policies and procedures.
2. Provide individual counseling services to students on a wide range of personal and academic issues such as personal adjustment, interpersonal relations, couples/family relations, depression, anxiety, educational goals, social/behavioral adjustment, and victimization in sexual/physical assault.
3. Provide group counseling services to students. Provide structured or support groups in areas such as, eating disorders, substance abuse, etc., as related to student need and interest.
4. Provide crisis intervention counseling and rotate 24 hour on-call responsibility with other professional Counseling Center staff.
5. Collaborate with the Academic & Accessibility Support Center to provide documentation necessary to support reasonable accommodations for students as appropriate..
6. Administer and interpret appropriate psychological testing and assessment techniques to foster self-understanding and decision making.
7. Design and implement outreach programs to address developmental concerns of students and topics such as substance abuse, stress management and coping skills.
8. Assist in the training and program development of residence hall staff members, peer educators, student advisors, and others.
9. Assist student services staff in anticipating potentially destructive environmental or social circumstances and designing appropriate interventions.
10. Provide clinical supervision of Counseling Center staff and graduate practicum/intern students.
11. Consult as needed with all members of the academic community on psychological and wellness issues.
12. Perform other job-related duties as assigned.

**QUALIFICATIONS:** A doctorate level degree in counseling/clinical psychology, counseling, or related field, previous counseling experience, and a license in psychology are required. Experience working in a college counseling center and especially working at a small, private, liberal arts college is preferred. Daily interaction and counseling of students is an essential function of this position. Therefore, excellent oral, written, and overall interpersonal communication skills are vital as is the ability to communicate effectively to a variety of constituencies. The incumbent will demonstrate a commitment to diversity, possess exceptional organizational skills, and excellent

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computer literacy. Additionally, we are seeking an individual who can thrive in a dynamic, high-paced, and high-energy team environment. This position requires flexibility on nights and weekends as a member of the on-call crisis intervention team. The ability to make clear decisions and exercise sound judgment in an emergency situation is crucial.

**TO APPLY:** All application materials MUST be combined into **ONE (1) document formatted as a PDF file**. Limit application materials to the cover letter, resume, and three (3) professional references along with specific salary history. If your experience qualifies you for this challenging position, please send this document electronically to [jobs@moravian.edu](mailto:jobs@moravian.edu). Include **'Director of the Counseling Center'** in the email subject line.

Review of applications will begin immediately and will continue until filled. Incomplete applications will not be considered. **(Application materials combined into one (1) Word file will be considered.)** Questions about the position may be directed to (610) 861-1527. *Moravian College is an equal opportunity employer valuing diversity and encouraging individuals from under-represented populations to apply. EOE*