**Director, Counseling Standard Job Description**

**Classification Title:** Director, Counseling

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Counseling Services will be a key player in carrying out the mission of the office and student affairs departments. This position will assist students with personal concerns such as developing a healthy self-concept and identity, human sexuality, family issues, substance abuse issues including alcohol and other drugs, depression, and anxiety.

**Essential Duties and Responsibilities:**

**40% Counseling and Support Services**

* Provides individual and group counseling services and workshops for students.
* Serves as a liaison with parents regarding student health, wellness, and mental health issues.
* Assists students with personal concerns such as identity development, family issues, and substance-related problems.
* Provides crisis intervention functions for serious student situations.

**20% Administrative Oversight and Strategic Planning**

* Oversees departmental operations and administration.
* Formulates and implements policies and procedures for Counseling Services.
* Leads strategic planning efforts for the overall departmental goals.
* Assists in generating compliance reports and maintaining appropriate records.

**10% Professional Development and Staff Supervision**

* Promotes and supports the professional development of subordinate staff.
* Supervises Professional Counselors and administrative personnel.
* Ensures compliance with continuing education requirements for professional licenses.

**10% Community Engagement and Representation**

* Represents the Division of Student Affairs at university functions.
* Serves on various university committees and participates in staff meetings.
* Conducts program evaluations to assess effectiveness and maintains student interaction records.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Master's degree in Counseling/Psychology/Social Work or related area.
* Ten years of experience in Student Affairs or related experience advising college students.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**