**Psychology Postdoctoral Fellow Standard Job Description**

**Classification Title:** Psychology Postdoctoral Fellow

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Psychology Postdoctoral Fellow, under general supervision, provides psychological treatment and crisis intervention, consultation, and programming.

**Essential Duties and Responsibilities:**

**40% Clinical Counseling and Assessment Services**

* Provides professional counseling and assessment services including intake and clinical assessment.
* Maintains documentation of services within electronic medical records system in an accurate and timely manner.
* Consults with parents, faculty, and other campus offices to provide quality care to students.
* Makes referrals to off-campus therapists or clinics when appropriate.
* Participates in case conferences and informal consultations to coordinate client care.
* Informs team of high-risk students and develops outreach programs related to mental health issues.

**20% Counseling and Support for Student-Athletes**

* Renders clinical psychology to individuals, couples, and groups to enhance mental health and performance.
* Provides counseling services to student-athletes to enhance personal and academic success.
* Consults with coaches and Athletics Department staff about student-athletes requiring psychological counseling.
* Assists in providing substance use counseling services to student-athletes in accordance with policy.
* Conducts screenings and coordinates with Academic Services Staff as needed.
* Maintains counseling records and manages various organizational aspects of counseling cases.

**20% Organizational and Administrative Support**

* Assists with organizational and administrative tasks as requested by the Director and other staff.
* Engages in applied research and evaluation activities pertaining to counseling services.  
  Attends departmental and university meetings as appropriate.
* Serves on relevant committees as approved by the Director.
* Provides presentations on counseling services and programs to student-athletes and staff.

**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.

**Qualifications:**

**Required Education:**

* Doctoral program in counseling or clinical psychology. Minimum of 550 clinical/direct contact hours. At least one practicum in a university/college counseling center setting.

**Required Experience:**

* One year of clinical experience.

**Required Licenses and Certifications:**

* Candidates must have passed Doctoral qualifying examinations before beginning internship.

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

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**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**

**No**

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

**Yes**

**No** 