**Assistant Director, Counseling Services P16 Standard Job Description**

**Classification Title:** Assistant Director, Counseling Services P16

**FLSA Exemption Status:** Exempt

**Pay Grade:** 16

**Job Description Summary:**

The Assistant Director, Counseling Services P16, under direction, oversees assigned Student Counseling Services functional areas, supervises staff, provides crisis intervention, counseling services, outreach programs, and consultation. Assists Director with general administrative tasks.

**Essential Duties and Responsibilities:**

**40% Program Oversight and Management**

* Oversees assigned functional areas and ensures program effectiveness.
* Coordinates outcomes and assessment to enhance practices and services.
* Assists with administrative tasks as requested to support departmental goals.
* Represents the department at university and other functions as appropriate.

**20% Staff Supervision and Development**

* Supervises and trains assigned staff to promote professional growth.
* Evaluates subordinate staff and provides consultation as necessary.
* Monitors workloads to ensure effective use of resources among staff.
* Provides input to the hiring and termination process for staff members.

**10% Counseling and Crisis Intervention**

* Provides individual, couple, and group counseling to clients.
* Offers crisis intervention and consultation to faculty, staff, and students.
* Delivers support and guidance to staff and faculty as needed.

**10% Training Program Management**

* Oversees the training program and ensures compliance with accreditation requirements.
* Supervises practicum training and outreach programs to enhance staff skills.
* Attends relevant meetings and serves on committees as approved by the director.

**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:**

* Doctoral degree in Counseling, Educational or Clinical Psychology or related field or equivalent combination of education and experience
* Three years of related experience.

**Required Licenses and Certifications:**

* Must become licensed as a psychologist within Texas within one year of employment.

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

* Ability to multitask and work cooperatively with others.
* Knowledge of career counseling theory, learning theory, and vocational assessment.
* Ability to multitask and work cooperatively with others.
* Crisis intervention, consultation, presentation, and general counseling skills.

 **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**