**POSITION DESCRIPTION: DIRECTOR OF THE COUNSELING CENTER**

**TITLE:** Director of the Counseling Center

**REPORTS TO:** Assistant Dean of Students

**SUPERVISES:**
- Secretary-Receptionist
- Staff Psychologists
- Practicum Student(s)

**COORDINATES WITH:**
- Academic Advising
- Alcohol & Drug Education
- Athletic Department
- Campus Safety
- Career Center
- College Chaplains
- Dean of Students/Vice President for Student Affairs
- Diversity Development & Multicultural Programs
- Faculty
- Health Services
- International Education
- Residential Life
- Student Activities
- Student Affairs Division
- External Healthcare Providers
- Parents

**POSITION GOALS:**

To have a positive impact on the mental health, wellbeing, and academic success of all our students by providing an array of high quality services.

To provide short-term, solution-oriented counseling for students experiencing developmental difficulties, mental health concerns, relational issues, academic challenges, and/or behavioral problems.

To effectively manage and supervise the Counseling Center staff, clinical operations (e.g., staff caseload, outreach/consultation programs, referral processes and procedures, clinical records, etc.), budgets, and daily operations.

To consult with staff, administrators, faculty, parents, and students as necessary to facilitate the coordination of care for our students.

To contribute and collaborate with professionals within and outside of the Student Affairs Division in developing programs for the prevention of psychological and behavioral problems, and that promote strengths and capacities to optimize healthy student development.
PERFORMANCE RESPONSIBILITIES:

Clinical Services

To conduct client intake appointments and to determine appropriate disposition planning.

To conduct individual, group (couples and conjoint) counseling with students to address mental health needs.

To administer and interpret psychological inventories and tests as necessary.

To provide crisis intervention and emergency response (including on-call responsibilities) and to facilitate the hospitalization, as well as the medical leave of absence of students when appropriate.

Developmental Programs and Training

To participate in training student leaders, campus groups, faculty, and departments on mental health topics and intervention strategies.

To coordinate and manage Counseling Center staff participation in educational programs on topics that promote the strengths and capacities to facilitate optimal student growth and development as time and resources permit. Some educational topics include: stress management, reducing anxiety, assertiveness and self-esteem, managing conflict with others, overcoming test anxiety, learned optimism, maximizing personal strengths, and developing healthy relationships.

To provide supervision to staff psychologists and psychology practicum students.

Outreach and Consultation

To consult with faculty, administrators, staff, and parents regarding their concerns about students.

To work collaboratively with Academic Advising, Alcohol & Drug Education, Health Service, Residential Life, Diversity Development & Multicultural Programs, Campus Safety, the Dean of Students, and other offices as appropriate.

To actively cultivate and maintain collaborative working relationships with on-campus departments, professionals, and student groups and organizations that promote and provide complementary developmental educational programs and services for students.

To actively cultivate and maintain collaborative working relationships with external providers of mental health services for the purpose of referral and the coordination of a continuum of care for our students.

To facilitate client referrals to both on and off-campus mental health services as appropriate.
To consult with the Dean of Students Office in emergency situations, provide assessment of students in crisis, and assist in the development and coordination of plans for students with complex psychological and behavioral issues.

To consult with and provide supervision of staff psychologists and practicum students by conducting regular case consultation and clinical staff meetings.

To provide individual clinical supervision to staff psychologists and practicum students.

**Administration:**

To provide leadership and vision for the Counseling Center, including the ongoing development of departmental strategic plans, annual goals, and assessment of clinical operations and all services.

To appropriately document the provision of psychological services to students.

To facilitate the efficient and effective operation of the Counseling Center through regular staff meetings, individual supervision of staff, and consultation and collaboration with key strategic partners.

To effectively communicate to the Gustavus community the Counseling Center’s scope of clinical and educational practice, procedures for referral, and consultation services.

To manage the performance of all Counseling Center staff including annual performance reviews.

To provide the Dean of Student Office with monthly statistics and benchmarks of clinical and outreach services, quarterly updates of departmental goals, and a written summary of the Counseling Center’s annual activities.

To serve as an administrative leader with the Division of Student Affairs including participation in Deans and Department Head administrative meetings, to make meaningful contributions to Divisional work and projects, and to collaborating with other Deans and Department Heads as necessary.

To manage the Counseling Center’s budget.

To supervise professional and support staff.