
Auburn University Job Description

Job Title: **Dir, Student Counseling Svcs**

Job Family: No Family

Job Code: **AE07**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Directs and oversees the operations of Student Counseling Services.

Essential Functions

1. Coordinates and directs the planning, implementation, and evaluation of psychological counseling services and programs including establishing short and long-range goals, priorities, and objectives.
2. Provides psychological assessment and treatment to students to include (but not limited to) conducting psychotherapy for groups and/or individuals and evaluating needs for referrals to medical staff.
3. Ensures records/files are confidential and maintained in compliance with state and local laws, FERPA regulations, and professional code of ethics.
4. Counsels with faculty, staff, and other students on how to support, assist, or aid a psychologically disturbed student and collaborates with other university services/departments concerning psychologically disturbed students.
5. Plans, coordinates, and/or conducts activities/workshops/programs intended to educate students on issues related to their psychological/social well being such as (but not limited to) alcohol abuse prevention and intervention, stress management, anger management, etc.
6. Prepares, reviews, and maintains budget to ensure proper utilization of funds.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Ph.D.	Degree in Clinical/Counseling, Psychology or related field
Experience (yrs.)	3	Experience in coordinating and/or providing counseling and psychological services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of counseling practices, Family Educational Rights and Privacy Act (FERPA) regulations, code of ethics, and Federal and State laws related to the counseling of individuals.

Certification or Licensure Requirements

State Licensed Professional Counselor (LPC)

State Psychology Licensure

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/19/2013
