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## Auburn University Job Description

Job Title:	<b>Exec Dir, Stu Couns &amp; HPWS</b>	Job Family:	No Family
Job Code:	<b>AE07</b>	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

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### Job Summary

The Executive Director of Student Counseling & Psychological Services (SCPS) and Health Promotion & Wellness Services (HPWS) provides leadership and direction to 35 full-time staff members, strategic planning, coordination, and budget management for a combined total budget of \$2.8 million for all functions of SCPS and HPWS which include direct clinical service delivery, outreach and psychoeducation, evidence-based wellness and prevention initiatives, graduate student supervision and training, mental health and wellness consultation, and crisis, mental health and sexual assault emergency services.

The mission of SCPS and HPWS is to provide comprehensive preventative and proactive strategies to promote a healthy campus culture and intervene when clinical mental health services are necessary to enhance the psychological, physical, and emotional well-being of individual students and broader campus community.

### Essential Functions

1. Provides leadership, coordination, strategic planning, oversight, budget management, and evaluation for all functions of SCPS and HPWS which includes direct clinical service delivery through individual and group therapy, outreach and psychoeducation, evidence-based wellness and prevention initiatives, graduate student supervision and training, mental health and wellness consultation with campus stakeholders, and crisis, mental health and sexual assault emergency services. Establishes long and short range objectives and priorities for the effective delivery of comprehensive mental health services and preventative wellness initiatives. This includes maintaining SCPS's accreditation through the International Association of Counseling services and the American Psychological Association accreditation of the SCPS Doctoral Internship Program for Health Service Providers.
  2. Provides psychological assessment and treatment for students. Conducts brief individual and open-ended group therapy, and evaluates the need for referral to medical staff for psychotropic medication evaluations or hospitalization.
  3. Ensures proper patient record-keeping and maintains confidentiality of SCPS and HPWS Titanium case files in compliance with federal, state, and local laws, FERPA regulations, and professional code of ethics.
  4. Develops, reviews, analyzes, and monitors SCPS and HPWS budgets to ensure proper utilization of funds during the fiscal year.
  5. Provides timely responses to urgent requests for psychological and sexual violence intervention with students 24 hours per day and 7 days per week utilizing an on-call system during business hours and ProtoCall after business hours and weekends.
  6. Represents SCPS and HPWS by providing a mental health, psychological, physical, and emotional perspective at various Student Affairs, academic, departmental, and committee (e.g., Threat Assessment Team, Retroactive Medical Withdrawal, OPS-Sports Medicine, Crisis Management Team, etc.) meetings.
  7. Consults with parents, medical and mental health professionals, Student Affairs staff, faculty, staff, and other campus stakeholders regarding individual students as the need arises and confidentiality permits. Consults with the same constituencies regarding the general health, psychological,
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## **Auburn University Job Description**

developmental, and prevention issues relevant to students. Counsels faculty, staff, and other students on how to support, assist, or aid a psychologically disturbed student and collaborates with other university services and departments concerning psychologically disturbed students.

8. Recruits, selects, supervises, and evaluates professional staff, administrative support staff, and graduate student trainees and promotes their professional development.
9. Creates and maintains a positive relationship between SCPS and other academic and student service departments (e.g., resident life, Auburn Cares, AUMC, athletics, etc.). Plans, coordinates, and/or conducts activities, workshops, and programs intended to educate students on issues related to their psychological and social well-being such as, but not limited to, alcohol abuse prevention and intervention, stress management, and anger management.

## **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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## Auburn University Job Description

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Ph.D.	Degree in Clinical or Counseling Psychology from an accredited college or university, one year of psychology internship experience from an APA or APPIC listed psychology internship program, and one year of psychology residency experience in clinical or counselling psychology.
<b>Experience (yrs.)</b>	8	Experience reflecting progressively increasing levels of responsibility and accountability in a college/university counseling center providing comprehensive mental health services and holistic health and wellness promotion services, at least 3 years of which are in an administrative/leadership capacity.

#### **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**

Licensed Psychologist in the State of Alabama

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### 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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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: 2/5/2021

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