

**SAM HOUSTON STATE UNIVERSITY
STAFF CLASSIFICATION DESCRIPTION**

TITLE: Director, Counseling Services

EEO CATEGORY: Administrative

JOB NUMBER: 9-2105

STATUS & GRADE: E-NC

DATE: 07/1999

DEPARTMENT: Counseling Services

EDUCATIONAL & EXPERIENCE REQUIREMENT: Terminal Degree in Counseling Psychology and licensable as a psychologist (with a Ph.D. in Psychology being the requirement for licensing as a Psychologist). Minimum of five (5) years experience in counseling in a university setting with successful administrative experience. Or a combination of education, experience, and training that would produce the required knowledge and abilities.

NATURE AND PURPOSE OF POSITION: The purpose of the position would be to supervise and direct the services of the Counseling Center and Services for Students with Disabilities. Along with administrative responsibilities would be providing psychological services as a counseling psychologist.

SUPERVISION GIVEN & RECEIVED: Supervises counselors, interns, practicum students, secretary-receptionists, and student assistants. Reports to the Executive Director for Student Support Services.

PRIMARY RESPONSIBILITIES: Administrates the budget and financial operations of the Counseling Center. Supervises the total operation of the Counseling Center. Establishes and enforces the working schedule for the staff; liaison between Counseling Center, Division of Student Services, and Academic Division, and other departments such as Residence Life, etc. Provides leadership in program development for the Counseling Center; vocational, personal, and educational counseling for individuals and groups of students. Serves on university committees as appointed. Works in close cooperation with the University Health Center. Serves as consultant to student, faculty, staff, educational groups outside the university; and, referral service for individuals with serious psychological needs. Represents SHSU in local, state, national professional organizations, and local community with special projects. Organizes in-service training for Counseling Center staff and administration of psychological tests. Promotes student awareness of services offered through the Counseling Center. Consults on a regular basis with practicing interns, and activities of crisis sexual assault counselors. Serves the Department of Psychology as an ongoing practicum site. Administers a testing site for police licensing for the State of Texas and the Millers' Analogy for graduate program admission for the public-at-large. Provides academic assistance for students with disabilities and is the identified ADA office on campus. Performs other related duties as assigned.

OTHER SPECIFICATIONS: Works with other directors in student life areas, admissions, and university affairs, deans, department directors and faculty in academic areas.

THIS IS A CLASSIFICATION DESCRIPTION WITH THE COMPLETE LIST OF JOB DUTIES BEING MAINTAINED AT THE DEPARTMENTAL LEVEL. THE ESSENTIAL ELEMENTS OF THE JOB MAY VARY ACCORDING TO WORK UNITS AND ARE IDENTIFIED BY THE RESPECTIVE DEPARTMENT FOR VACANCY NOTICES. ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE DIRECTOR OF HUMAN RESOURCES. SAM HOUSTON STATE UNIVERSITY IS AN "AT WILL" EMPLOYER. DRUG FREE/SMOKE FREE WORKPLACE. SECURITY SENSITIVE IN ACCORDANCE WITH EDUCATION CODE 51.215. DRUG TESTING AS REQUIRED BY D.O.T. FOR SAFETY SENSITIVE POSITIONS. PAY GRADE RANGE IS INCLUSIVE OF SOCIAL SECURITY BENEFIT REPLACEMENT PAY.