

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSOCIATE DIRECTOR, UNIVERSITY COUNSELING CENTER

Reports To: Designated Supervisor

UW Job Code: 3768

UW Job Family: 34 - Student Service Administration

SOC Code: 21-1019

FLSA: Exempt

Pay Grade: 26

Date: 8-1-98 (revised 7-1-02; 9-11-03; 7-1-04; 10-22-09; 2-15-12)

JOB PURPOSE:

Assist the Director of the University Counseling Center with the overall management, personnel, and operational functions; responsible for directing the daily operations of the University Counseling Center clinic in the Director's absence; provide professional psychological services including counseling, assessment and emergency services to campus community, as well as providing outreach and educational workshops.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with or act on behalf of the Director, University Counseling Center, which includes directing the daily operations of the University Counseling Center clinic, its services, staffing, and record-keeping, and assisting with personnel, budget, and policy issues, as needed, in accordance with the University of Wyoming's policies and procedures affecting the University Counseling Center.
- Provide individual, conjoint, or group counseling and therapy for campus community; perform psychotherapy, psychological testing and diagnostic evaluations.
- Provide emergency psychological services during non-office hours.
- Instruct, train, supervise and evaluate postdoctoral residents, doctoral interns, graduate assistants and practicum students in methods and procedures of counseling, psychotherapy, and diagnostics.
- Provide leadership and assistance in the development, implementation and evaluation of workshops, seminars and other intervention strategies designed to enhance the mental health and well-being of the campus community and the learning atmosphere of the campus environment.
- Provide consultation and outreach services and programs to campus, faculty, staff and students.
- Liaison to Student Health Service; coordinate services and training between this department and Student Health Service.

SUPPLEMENTAL FUNCTIONS:

- Maintain client files and case notes; maintain correspondence and compile information; prepare reports as assigned.
- Participate in professional development opportunities and in-service training.

COMPETENCIES:

- Attention to Detail
- Collaboration
- Conflict Management
- Influence
- Integrity
- Quality Orientation
- Service Orientation
- Stress Tolerance

MINIMUM QUALIFICATIONS:

Education: **Master's or Doctorate in Counseling, Psychology, Social Work, or a related field**

Experience: **5 years work-related experience as a full-time clinician; preferably in a college/university counseling center**

Required licensure, certification, registration or other requirements:

- **Licensed clinical mental health professional (e.g., LPC, LCSW, Licensed Psychologist)**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Professional ethical guidelines.
- Accreditation and certification requirements and standards.
- Psychotherapeutic principles and practices.
- Multicultural, international, women and adult student needs and issues as a population.
- General social problems and cultural diversity of citizenry.
- Community mental health resources.
- Applicable risk management principles and procedures.
- Professional ethical guidelines associated with the practices of psychology.
- Current psychology methodologies and techniques.
- Crisis intervention techniques.
- Emotional, social, psychological and environmental problems, and the techniques used in treating or managing them.
- Techniques for observing and assessing behavior.
- Principles of group behavior and interaction.
- Techniques of conducting evaluative and therapeutic interviews.

Skills and Abilities to:

- Effectively communicate in written and verbal form.
- Assist with operations and effective management of the University Counseling Center.
- Maintain confidentiality.
- Manage, monitor, coordinate, and assess services of the University Counseling Center.
- Administer psychotherapeutic programs.
- Adhere to professional guidelines associated with the practices of psychology.
- Effectively interact and establish a rapport with clients, and develop therapeutic relationships.
- Effectively communicate medical information, test results, diagnoses and/or proposed treatment in a manner easily understood by the client.
- Assess mental status of clients and develop individual treatment goals and plans.
- Maintain emotional stability to cope with human suffering, emergencies, and other stresses.
- Instruct, train, supervise and evaluate doctoral interns, graduate assistants, and practicum students.
- Provide leadership and assistance in the development, implementation, and evaluation of workshops, seminars, and other intervention strategies.

WORKING CONDITIONS:

No major sources of discomfort, standard office environments. Routinely works during non-office hours.

DISTINGUISHING FEATURES:

Assistant Director: The Assistant Director assists the Unit Appointing Authority or Administrative Director with the operational, financial, and personnel functions of the unit or directs a specified entity within the unit.

Associate Director: The Associate Director level acts with full-delegated authority as Director. As the Unit Administrator directs the operational, financial, and personnel functions of the unit including fiscal planning and management and strategic planning, hiring, firing, grievances and conflict resolutions, employee evaluations. The majority of support staff report directly to this level. The Associate Director level is the senior level and direct successor to the Unit's Appointing Authority in their absence.

In a Unit with both an Associate Director and Assistant Director: The Associate Director level is the level with a much broader scope of responsibility and is called upon to "act as Director with full decision-making authority in their absence." In a Unit with only one level (either an Associate Director or an Assistant Director), whichever level is present may be called on to temporarily "act on behalf of Director in their absence, as directed."

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.