Title: Director, Counseling Center

Pay Scale Group: 21

Essential Function

Under general supervision from a designated administrator, oversee day-to-day administration of the Counseling Center whose primary function is two-fold: Training for the field of professional psychology and providing psychological services to students of the University of Cincinnati. The Counseling Center has three units: Central Service, Walk-In, and Testing.

Characteristic Duties

- Responsible for the overall direction of the Counseling Center (Central Services, Walk-In, and Testing).
- Prepare, submit and administer the departmental annual budget, as well as authorize and approve expenditures, allocation of funds, and hiring process.
- Provide supervision of the American Psychological Association (APA) Accredited Internship Training Program.
- Develop and maintain strong communication with coordinators of the Walk-In Clinic, Testing, Director of Training, Directors of Student Life and the Associate Vice President.
- Provide clinical supervision for graduate trainees.
- Interaction with other University personnel as needed.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Doctorate of Philosophy in Psychology or Doctorate of Psychology. Must be a licensed psychologist in the State of Ohio. Experience must include seven (7) years of clinical experience and three (3) years supervision.

Last updated: December 2008