**Geneva College** invites applications for an immediate opening for a tenure-track appointment as a faculty member with a specialty in School Counseling in the Master of Arts in Counseling. Preferred candidates will have an interest in and be capable of assuming responsibilities as Program Director for the Master of Arts in Counseling Program. This 12-month position begins in August 2021. Minority and female applicants are strongly encouraged to apply.

**APPLICATION PROCESS**

Please apply on our website at: <https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=3403833>

Application materials are required to include the following items below. Any application that does not include these items, may not be considered.

1. A Cover Letter.
2. A letter which addresses your interest in this position, date of availability, and the specific skills and qualifications related to this position.
3. A statement of faith (“This is what I believe”).
4. A statement of your faith journey and a narrative of your past and present church involvements.
5. A statement which describes the integration of your field and Christian faith in light of the "Foundational Concepts of Christian Education” (these concepts are available at www.geneva.edu/page/employment).
6. A current vita/CV.
7. Unofficial undergraduate and graduate transcripts (official copies will be required before being appointed).
8. List of three references; one should be from your pastor or church leader who can attest to your faith (include names, addresses, e-mail addresses, and telephone numbers).

**JOB SUMMARY**

The candidate will teach courses in the School Counseling Program in the Master of Arts in Counseling; serve as the coordinator for the School Counseling Program; possess a record of successful leadership, scholarship, and teaching; demonstrate an understanding of the integration of faith and learning; and be committed to function as an integrated team member and leader of the department.

Placing a high value on student-faculty interaction, the Counseling program expects the selected candidate to be engaged beyond the classroom. This would include participating in recruiting events and providing academic advising for students in the program. Faculty members are also required to serve on committees of the faculty, when elected or appointed.

Preference will be given to candidates who have teaching and leadership experience in higher education, have completed their doctorate by the time of hiring, and have an interest in assuming leadership of the Counseling program as Program Director. Director responsibilities would include leading the academic department, actively participate in recruiting for the program, and serving as liaison with the Council for the Accreditation of Counseling Related Educational Programs (CACREP), the broader campus and campus leadership. Candidates assuming the Program Director position would be eligible for a higher compensation level and have reduced teaching responsibilities.

**Review of applications will begin immediately and continue until the position is filled.**

**PRIMARY RESPONSIBILITIES**

**Selected candidates will be expected to:**

**Administrative Responsibilities**

*School Counseling Coordinator*

* Oversee School Counseling curriculum and make curriculum recommendations in accordance with most recent Council for the Accreditation of Counseling Related Programs (CACREP).
* Participate in recruiting activities
* Advise School Counseling Students.
* Develop and maintain field placement sites for practicum and internships for School Counseling students.
* Review degree candidacy applications
* Participate in a department review of data outcomes and represent the School Counseling concentration in related discussions.

*Program Director (preferred, additional responsibilities)*

* Provide administrative leadership for the department
* Oversee and regularly review programs/curriculum and coordinate the accreditation processes
* Coordinate the collection of and participate in a department review of data outcomes
* Support and supervise program colleagues
* Participate in institutional coordination, planning, and faculty senate
* Engage in community leadership initiatives and develop networking opportunities with local school districts and alumni.

**Teaching Responsibilities**

* Teach 27 contact hours per year (typically 3 fall, 3 spring 3 summer) both in the classroom and online. As Program Director, the teaching load would be reduced to 21 contact hours per year.
* Adequately prepare all course materials and lessons (Note preparation time will vary based on instructor experience in teaching that course)
* Provide each student with clear course expectations, evaluations and timelines through carefully written topical outlines and approved, standardized syllabi
* Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting
* Keep abreast of current developments in your discipline through scholarly activity, continually update course content, and regularly evaluate the effectiveness of instruction.
* Suitably challenge and engage students to encourage their participation and learning while maintaining mutual value and respect
* Complete grade books, final grade sheets, learning assessments and final exam assessments on a timely basis
* Respond to student questions on a timely basis
* Ensure course and program learning outcomes are delivered as defined by the syllabus
* Advise Counseling students

**PERSONAL QUALITIES**

**Christian Commitment**

The successful candidate must be a thoughtful and articulate Christian and an active member of a Protestant evangelical church. Preference will be given to candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College’s “Foundational Concepts of Christian Education” by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

**Exhibits behavior that is consistent with and supportive of Geneva’s mission, vision, and core values:**

1. **Geneva Mission Statement:**Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.
2. **Vision Statement:**Geneva College will inspire students to integrate faith in Christ into all aspects of life in the real world, and to serve faithfully within their callings for Christ and Country.
3. **Core Values:**
	1. Serve with grace
	2. Pursue Godly wisdom
	3. Foster academic strength
	4. Engage culture faithfully
	5. Inspire vibrant hospitality
	6. Honor one another

**Education and Experience**

* An earned doctoral degree in counselor education, preferably from a CACREP-accredited program. Candidates who are ABD but with extensive experience may be considered.
* Classroom teaching experience is beneficial. Willingness to learn how to teach is essential.
* Creativity in teaching and program development is desirable.

**Work Environment:**

Typical educational setting. The Master of Arts in Counseling exists as a stand-alone program although closely associated with the Department of Psychology and Social Services. Teaching is at the graduate level and in both online and classroom courses.