

**Southern Nazarene University** invites applications for the Executive Director for RENEW Counseling Center that provides holistic mental health services to all SNU students, the broader SNU community, and external community clients. Preferred candidates must have an interest in ensuring that clinical policies are followed in the delivery of services and oversee a staff consisting of licensed clinicians, candidates for licensure, and master’s level trainees from the Graduate Programs in Counseling. In addition, the Executive Director will be considered a faculty-level position and will be asked to hold a small graduate level teaching load.

**Essential Functions:**

**Clinical Responsibilities**

* Coordinates all aspects of staffing (e.g., hiring licensed clinicians and candidates for licensure, coordinating supervision for all non-licensed practitioners) as well as works in conjunction with the Graduate Programs in Counseling to facilitate master’s level internship training opportunities.
* Coordinates and oversees psychoeducational and outreach programs provided by the clinic in conjunction with the Graduate Programs in Counseling (e.g., groups, traditional undergraduate and professional studies training and outreach events, local churches).
* Serves as a resource, and at times a consultant, for parents, students, faculty, and staff related to psychological and counseling related concerns or issues.
* Oversees and coordinates the management of emergency/crisis mental health situations. This includes being available via cell phone to residence directors and student development staff related to consultation.
* Due to the nature of the job responsibilities, it is encouraged that the Executive Director maintain a small client load in service of maintaining clinical competence.
* Adheres and remains competent on local, state, and profession specific ethics and laws related to duty to protect, privacy, documentation, maintenance of records, and the promotion of health, wellness, and access for all.
* Interacts with the universities marketing department related to management and advertisement of the clinic and relevant clinic outreach opportunities.
* Provides annual (and as needed) training on the clinics electronic medical records system (i.e., Therapynotes).
* Maintains and reports statistics related to utilization of Counseling Center services.
* Prepare and submit departmental operating budget plans and proposals on an annual basis and manage operational budgets (i.e., tracking and forecasting revenue, preparing monthly payroll) to ensure compliance with university budget targets.

**Intercultural Learning and Engagement Team**

* Serves as a member of the Intercultural Learning and Engagement team, collaborating on outreach efforts for the university and broader community and participates in ongoing staff meetings.
* As a member of the Vice President of Intercultural Learning and Engagement’s staff, provides advice and support in the development of university-wide policy, long-range planning, and responses to issues and trends affecting the campus. This will include monitoring the effectiveness of the clinic policies and outreach efforts related to helping develop the spiritual, personal, social, physical, intellectual, and cultural development and general welfare of all students.
* Participate in support of a variety of student life activities by attendance and participation in events (e.g., athletic contests, musical events, SGA sponsored activities).

**Department of Psychology and Counseling**

* Maintain a teaching load of approximately 1-2 courses (negotiable with the Director of the Graduate Programs in Counseling and Vice President of Professional and Graduate Studies and in tandem approval of the VP of ILE), taught twice a year on the Bethany and Tulsa campuses. These courses will be graduate-level courses and will be assigned in conjunction with the Director of the Graduate Programs in Counseling. To be approved by the VP of ILE.
* While administrative duties overseeing the clinic are a primary responsibility, scholarly pursuits (e.g., publications, research) are encouraged.
* Serve on the Graduate Programs in Counseling Clinical Competency Interview oversight team. This will include serving as an advisor annually for 5-6 students who are completing their CCI project.
* Work in close conjunction and collaboration with the Program Director and Director of Clinical Training in the Graduate Programs in Counseling related to the continual development of training opportunities (e.g., CEU’s, weekly training, special events) for students, candidates, and the broader counseling community.
* Serve as a core member of the Department of Psychology and Counseling, including attending monthly department meetings and other events (e.g., graduation ceremonies for GPC students).

Diverse candidates are strongly encouraged to apply. Southern Nazarene University (SNU) desires to be a community that reflects diversity, inclusion, and equity through the refining of our character, the way we create culture and the way we serve Christ.

For more information, or to complete the online application, please visit<https://snu.edu/employment/>. As part of the application process, you will have the ability to submit a cover letter and resume. Additionally, generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.