**Job Title:** Dean of the School of Counseling

**Date of this Description:** Beginning July 1, 2022

**Job Summary:** **Richmont Graduate University announces a search for an innovative, collaborative and visionary educator-leader to serve as the Dean of the School of Counseling. Richmont Graduate University’s CACREP-accredited Master of Arts in Clinical Mental Health Counseling program has achieved record setting enrollment throughout 2021 and 2022. In addition to physical campuses in Atlanta and Chattanooga, the launch of the online degree program has expanded our reach nationwide. The Dean of the School of Counseling will continue to posture Richmont toward enrollment growth, new program development and resourcing for groundbreaking research. Preferred candidates will demonstrate a strong commitment to the integration of psychology and ecumenical Christian theology. The Dean of the School of Counseling sits on the President’s Cabinet and reports to the University Provost.**

**ESSENTIAL FUNCTIONS** of the Job:

1. Provide leadership and direction to the academic activities of the School of Counseling, including new program development, faculty recruitment, retention and promotion, research, development of policy and procedures, planning and resource development.
2. Develop and lead new program initiatives.
3. Work with the Assistant VP of Enrollment Management on strategic partnerships with undergraduate institutions and recruitment processes to catalyze enrollment expansion.
4. Provide pedagogical leadership and accountability to full-time and adjunct faculty, according to our affirmed Core Disciplines of Faithful Teaching.
5. Supervise and empower the leadership of the online Clinical Mental Health Counseling program.
6. Engage in the creation and execution of Richmont’s 3-year Strategic Plan.
7. Lead the Faculty Hiring Committee and the creation of a Strategic Faculty Hiring Plan.
8. Teach 12 hours in the Clinical Mental Health Program over 3 semesters of each academic year.
9. Prepare agendas and co-lead weekly core team meetings and monthly faculty meetings in partnership with the Provost.
10. Supervise Associate Dean, Assistant Dean and Administrative Assistant.
11. Provide oversight for the scheduling of weekly, intensive, and online classes.

**MARGINAL JOB FUNCTIONS**:

1. Liaise with the Office of Institutional Effectiveness to ensure ongoing compliance with CACREP, SACSCOC, and state authorization standards.
2. Liaise with Curriculum Committee firstly on new program initiatives and secondarily on ongoing curricular development and compliance needs.
3. In conjunction with the CFO, oversee and administrate departmental budgets and budgeting processes.
4. Oversee faculty certificate leads.

Educational Requirements Needed to Perform the Duties of the Job:

1. Teaching experience of satisfactory length (10+ years) and accomplishment to hold Full Professor status.
2. To serve as CACREP core faculty, candidates must have completed the Ph.D. or comparable degree in Counselor Education and Supervision, preferably from a CACREP-accredited program. Alternatively, candidates with related doctoral degrees must have been employed as full-time faculty members in a counselor education program for a minimum of one full academic year before July 1, 2013 (CACREP 2016 Standards Section 1.W).
3. Significant and demonstrable academic leadership/administrative experience at the department chair or dean’s level.

Licensing or Other Special Certifications Required:

1. Candidates must be Licensed Professional Counselors/Licensed Clinical Mental Health Counselors or be license eligible as professional counselors within their state of residence.

Potential candidates should:

*1.Create a profile on the university’s human resources site:*

<https://secure.entertimeonline.com/ta/InpRGU.careers?ApplyToJob=419572098>

and

2. *Send a letter of interest and a current resume to:* *deanapplicants@richmont.edu* *or by mail, to: Dr. Joshua Rice, Acting Provost, Richmont Graduate University 1900 The Exchange SE, Bldg 100 Atlanta, GA 30339*