

**Director of the Student Counseling Center**

**Position summary:**

The Director of the Student Counseling Center is responsible for administrating, coordinating and providing the delivery of counseling and mental health services at the university student counseling center. This position facilitates educational initiatives as appropriate and provides leadership in the development of policies and procedures for the JBU community. Participates and contributes to Student Development department goals and programs. This is a 10 month position.

**Role qualifications:**

* Strong ability to create good will with staff, faculty, parents, and students; servant attitude.
* Commitment to the Articles of Faith, Mission, and Objectives of the University and of the Student Development Department; and desires to be a role model for the students by demonstrating an active Christian faith in personal example and in work related responsibilities.

**Position Responsibilities:**

* Provides administrative and budgetary oversight of the JBU Student Counseling Center.
* Provides clinical supervision to counseling staff and interns.
* Recruits and trains interns and contract counselors.
* Supervises Director of Health Services
* Provided therapeutic services to students.
* Educates student groups, staff, and faculty to promote an interpersonally healthy and supportive community (e.g., Orientation, Residence Life /RA training).
* Consults with parents, staff, and faculty regarding the management of student behaviors that pose a risk to the student or the university community.
* Communicates with JBU community concerning mission and objectives from the areas of responsibilities.
* Takes an active role in routine meetings, goals, and tasks for Student Development Department
* Acts as a resource to parents, students, faculty, and staff on counseling/mental health related issues.
* Responsible for managing emergency on call and serves as primary on call counselor.
* Prepares yearly reports for the Board of Trustees.
* Other duties as assigned.

**Essential skills and experience:**

* Licensed Professional Counselor.
* Three or more years of clinical counseling experience; 5 or more preferred. Previous experience with college aged population, Student Development experience preferred.
* Excellent, theoretically based counseling skills with individuals, groups, and systems.
* Advanced training in clinical supervision.
* Strong communications skills, both oral and written.
* Strong interpersonal/relational skills.
* Excellent management and organizational skills.
* Team player.

**Education:** Master’s degree in Counseling or equivalent.

**Reporting to this position:** Admin. Asst. for Student Counseling Center, Counselor, Counseling Interns, and Contract Counselors.

**Physical demands and work environment:**

* *Physical demands:* While performing the duties of this job, the employee is occasionally required to walk; stand; sit; use hands; reach with hands and arms; balance; stoop; talk and hear. The employee must occasionally lift and/or move up to 15 pounds.  Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
* *Work environment:*  The noise level in the work environment is usually minimal.

***The employee is expected to adhere to all University policies.***

**Diversity**

JBU desires to increase the diversity of its faculty, staff, and students to honor how all humans are created in the image of God, to reflect better the diversity of the Kingdom of God, to further our Christian commitment to justice, and to increase the quality of our educational experience. JBU is pursuing the goal of teaching and working in an intercultural environment and encourages applications from people interested in serving a diverse body of students. For more information, visit our [diversity webpage](https://www.jbu.edu/diversity/).

**About JBU**

[Information describing the university](https://www.jbu.edu/about/) is available online.

**Apply**

To apply, please upload the following documents to the "[**Upload Your Documents**](https://www.jbu.edu/human-resources/upload-documents/?hsLang=en)" page:

1. Cover Letter
2. Your resume or CV
3. Staff [Application](https://19902035.fs1.hubspotusercontent-na1.net/hubfs/19902035/human-resources/human-resources-files/JBU%20Staff%20Employment%20Application.pdf) (completed and signed)

Only complete materials will be reviewed. Applicants selected for an interview will be contacted by the university.

Contact information:

Office of Human Resources

John Brown University

2000 West University Street

Siloam Springs, AR 72761

Phone: 479.524.7197

e-mail: [jobs@jbu.edu](mailto:jobs@jbu.edu)