

Position Description

Position Title: Assistant Director/Instructor/Counselor

Classification: Unclassified

Function of Work: Provide counseling services, crisis support, instruction, leadership

Supervision Received: Director of Counseling and Career Services

Supervision Exercised: Graduate Assistant, Counseling Interns, Student Workers

Qualifications: Master's degree in Counseling (or related field) and professional licensure is required.

RESPONSIBILITIES

- Provide individual, couple, group, marriage counseling services to students experiencing mental, emotional or developmental challenges, mental, emotional or developmental difficulties
- Provide outreach services to residence halls, clubs and organizations
- Serve on a counseling crisis team to assist student and others in the university community as needed
- Provide support and serve as a mentor to graduate-level counseling and psychology interns
- Provide 24-hour on-call assistance to students involved in crisis situations, personal difficulties, suicide attempts and sexual assault
- Provide mental health services to faculty/staff as client load allows
- Organize and lead the Counseling and Career Services substance abuse prevention programming
- Assist with the planning and implementation of special activities for the Office of Counseling and Career Services
- Evaluate counseling services and Counseling and Career Services Policy and Procedures
- Administer and interpret assessments for career and personal exploration and development as allowed by the licensing board
- Serve as an instructor for University Studies 1000
- Conduct seminars and presentations on development issues to the Natchitoches and Northwestern communities
- Collaborate with faculty/staff/administration in developing services to address NSU students' needs
- Serve on university committees as requested
- Support the recruitment and retention efforts of the university