



## Director, Counseling Services

*Exciting Opportunity to Lead and Create a Vision for Counseling Services*

Muhlenberg College seeks a team-oriented mental health leader who wants to make a difference in the lives of students by creating and implementing a new vision for the Counseling Center. The Director will be encouraged to explore new options for the structure, program, and approach of the Counseling Center. The College, a highly regarded liberal arts college, is excited to invite applications and nominations for the position of Director of Counseling Services, and the role of visionary.

Muhlenberg seeks a dynamic professional with strong clinical, management, and administrative expertise who can motivate and inspire staff, respond to current trends, introduce evidence-based best practices, and work effectively as a member of the Student Affairs team. The Director will identify strategies for strengthening counseling services with a focus on the institutional core principles of Community, Collegiality, Curiosity, and Character. The successful candidate will bring an eagerness to engage with faculty, students, and staff concerning mental health outreach opportunities. With a strong clinical foundation, the Director will have the training, credentials, licensure, and in-depth knowledge and experience with college mental health issues, programs, and services required to lead and ensure excellence in the delivery of and access to counseling services within the

context of an inclusive and diverse campus community of approximately 2,225 students.

#### Position Summary

The Director of Counseling Services provides leadership and vision to support and enhance the operations of the College Counseling Center. Reporting to, and in collaboration with, the Executive Director of Health and Counseling Services, the Director is a key member of the College's efforts to advance the health and wellbeing of its students.

## Key Responsibilities

- Provide leadership, vision, and oversight for all functions of the College Counseling Center
- Select, train, and evaluate the professional staff and interns in the Center
- Supervise, clinically and administratively, all staff in the Center in accordance with the American Psychological Association legal and ethical guidelines, and ensure appropriate documentation of counseling records
- Oversee all departmental record keeping and provide written documentation of activities on a regular basis
- Ensure all students receive appropriate and timely direct services
- Organize and administer the overall operations of the Center including the development and implementation of Center policies
- Coordinate, promote and provide educational programming for students on issues pertinent to their development and wellbeing
- Collaboratively coordinate planning processes for the Center and its programs
- Oversee administrative functions of the Center including budget development and administration.
- Represent the mental health needs of students in the department, within the Division of Student Affairs and in collaboration with other College departments
- Maintain a personal counseling load including counseling students individually and in groups
- Review all requests for medical course withdrawals and leaves of absences for mental health related reasons and make recommendations to the appropriate staff

- Develop and manage the budget for the Center in compliance with College policies and procedures
- Establish and maintain liaison with various campus organizations.
- Administer and interpret psychological tests
- Provide consultation services and special presentations to parents, faculty, staff and resident advisors regarding concerns for students' mental health and emotional growth
- Ability to design mental health initiatives that incorporate multicultural diversity, inclusivity and social justice concepts and principles
- Provide training to campus paraprofessionals in counseling, communication and referral skills
- Provide appropriate psychological/psychiatric referrals to members of the College community, as requested
- Respond to psychological emergencies and serve on the campus emergency team
- Serve as a member of the Student Affairs team, and serve on College committees, as appropriate
- Represent the Center with local, state/regional, national and international agencies and other organizations.

#### Required Qualifications

- Ph.D. or Psy.D. in Clinical or Counseling Psychology strongly preferred. Other degrees considered
- Valid licensure in current state with the ability to obtain licensure in the Commonwealth of Pennsylvania as a licensed psychologist; continued employment is contingent upon obtaining license

- At least eight years of experience as a certified therapist; of which, at least three years should be post-doctoral experience
- At least five years of administrative experience in a counseling center or similar entity including supervision of clinical and administrative staff; experience as a director or experience in a higher education counseling setting or with traditional college-aged population preferred
- Demonstrated understanding of, and experience with, the developmental and psychological issues relevant to a traditional college-aged population (e.g., depression, anxiety, suicide, eating disorders, alcohol and drugs).
- Understanding and appreciation of the needs of diverse populations on a college campus
- Strong track record of working effectively with a wide variety of diverse populations and backgrounds
- Excellent verbal, interpersonal and written communication skills
- Demonstrated strong facilitation, management, and program development skills
- Ability to work collaboratively with other members of the campus community (students, faculty, staff)
- Commitment to responding, as appropriate, to emergency situations

#### Application Procedure and Timeline

Muhlenberg College has partnered with Keeling and Associates, LLC (K&A), in this search process. Applications should include a letter of interest and a resume or curriculum vitae, preferably in PDF format, and must be sent to [recruiting@keelingassociates.com](mailto:recruiting@keelingassociates.com) with a subject heading "Muhlenberg-

Director, Counseling Services.” Candidate review will begin immediately and the position will remain open until filled.

Nominations, expressions of interest, and requests for confidential conversations about the position prior to application are welcome and should be directed to Dr. Jan Walbert ([jwalbert@KeelingAssociates.com](mailto:jwalbert@KeelingAssociates.com)), the K&A senior consultant leading this search.

*An equal opportunity employer, Muhlenberg College is committed to recruiting and retaining outstanding faculty and staff from racial and ethnic groups that have been traditionally underrepresented in higher education. For additional information about Muhlenberg's commitment to diversity and inclusion, applicants can find the latest updates to the College's Diversity Strategic Plan at this link:*

<http://www.muhlenberg.edu/main/aboutus/president/initiatives/diversityatmuhlenberg/>