

*Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.*

*With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.*

*An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.*

**Director**  
**Student Counseling and Health Services**  
**Regular Full-Time Position**  
**Position Number 451100**

**General Description**

The Director is responsible for enhancing and supervising a robust health services program and a comprehensive student-centered counseling program. In addition to supervising the operations of the Boyd Health Services and Student Counseling Services, the Director provides individual and group counseling, emergency services, substance abuse prevention programs, and human growth and development activities for students. The position reports to the Associate Vice President for Student Affairs.

The Director has administrative responsibility for non-emergency acute medical treatment and health education for the University community. He/she is also responsible for promoting student learning by encouraging outcomes such as intellectual growth, ability to communicate effectively, capacity for realistic self-appraisal, enhanced self-esteem, clarification of values, leadership development, meaningful interpersonal relations, ability to work independently and collaboratively, social responsibility, appreciation of aesthetic and cultural diversity, and achievement of personal goals. Wellness and prevention programs will be provided in collaboration with other agencies of the University and the community.

**Primary Duties and Responsibilities**

- Responsible for administration of all aspects of the University's comprehensive student-oriented health services clinic and counseling program.
- Provide supervision of health services and counseling staff, including clinical supervision of counselors, interns, and graduate assistants. Establish procedures for staff selection, training, and evaluation.
- Chair the Wellness Task Force to develop programs that enhance wellness and prevent self-damaging behaviors.
- Provide individual, couple and/or group counseling services to students in areas of personal, educational, interpersonal relationships, family, and social issues.
- Responsible for life skills programming which focuses on developmental needs of students and maximizes their potential for success. Coordinate with faculty and staff to provide such programs in the classroom or as part of student training when appropriate.
- Develop and implement consultation and outreach programs in support of the University's wellness initiatives. Consult with faculty, staff, the local community and the media regarding the factors affecting the adjustment and mental health of the student population. Implement outreach efforts to address developmental concerns of students.
- Responsible for providing mental health crisis intervention and emergency coverage, as appropriate.
- Monitor counseling of students through coordination of services and referral to outside agencies when necessary.
- Provide crisis intervention services and training on campus. Train and maintain crisis response teams.
- Coordinate training and service programs with academic departments. Provide consultation, supervision, and in-service professional development services for faculty members, administrators, student staff members, and paraprofessionals as requested.

### **Primary Duties and Responsibilities continued**

- Conduct outcome assessment of health services and counseling services.
- Refer students to off-campus resources for health follow-up, psychological testing and other assessment techniques, when appropriate, to foster client self-understanding and decision-making.
- Develop, prepare, and administer departmental budgets. Plan, manage, budget, and evaluate fiscal resources regularly.
- Perform other job-related duties as assigned.

### **Essential Functions**

- Ability to effectively manage all aspects of counseling services.
- Ability to provide non-medical supervision of the operation of Boyd Health Services.
- Ability to effectively assess, provide therapy and evaluate students in need of counseling services.
- Ability to effectively manage departmental budget, and develop policy.
- Ability to collaborate with other university departments and offices.
- Must have effective group dynamic and crisis intervention skills.
- Must have knowledge of psychological assessment, theories of personality, abnormal psychology or psychopathology, legal issues in psychology, and learning theory and disabilities.
- Must have knowledge of conflict resolution, negotiation, and crisis management.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

### **Required Minimum Qualifications**

- Doctorate in Counseling, Educational Psychology or related field; OR
- Master's degree in the same areas with five years higher education counseling center experience.
- Licensed or eligible for licensure in Tennessee.
- A background check will be required of the successful applicant.

### **Additional Preferred Qualifications**

- Experience working in a medical or disciplinary setting.

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