**Position Title**
Assistant Director

**University**
Mercer University – Macon campus

**Department**
Counseling and Psychological Services

**Salary Range**
Commensurate with experience

**Position Description**
The Assistant Director of Counseling and Psychological Services (CAPS) assists the Director with the overall management, personnel, and operational functions of the counseling center. This position provides clinical, crisis, education/outreach and consultation services, functioning as a liaison between CAPS and the University community. The Assistant Director coordinates the practicum/intern program for CAPS. The position provides supervision to at least one practicum/intern per semester and is the advisor or chair of one of the outreach programs (SHAPE or AWARE) associated with CAPS. The Assistant Director assists Director with the maintenance of the CAPS webpage and the electronic filing system used at CAPS. The Assistant Director actively coordinates and collaborates with other University departments and participates on various Division of Student Affairs and/or university committees as applicable and is a visible participant within the University community. This position requires after-hours work, including after hours on-call crisis management rotation and flexibility in assignments.

**Required Qualifications**

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| Required Field of Study / Coursework: | Master’s degree in marriage and family counseling, professional counselor, social work, PhD or PsyD in psychology |
| Required Software: | Electronic filing systemOutlook and Microsoft Office |
| Required Certifications/Licenses: | Licensure as a Psychologist, LMFT, LCSW, LPC or licensed eligible within one year in state of GA |
| Required Knowledge, Skills, & Abilities: | -Able to provide individual, group and couples counseling to diverse constituencies on a university campus. -Ability to establish rapport with clients within a therapeutic context-Ability to provide crisis intervention to assist students -Experience with supervision of intern or practicum student-Excellent judgment, problem solving, sophistication in thought, and good knowledge of the myriad of factors leading to the resolution of psychological problems.-Critical thinking, organizational skills and attention to detail -Strong leadership skills and interpersonal skills -Ability to create and execute psycho-educational programs on various levels to the university campus. -Sensitive to & supportive of cultural diversity issues. |
| Required Type/Years of Experience: | 3 years of individual and/or couples therapy that must include crisis management and outreach/program development where at least one year of that experience was supervisory. |

**Preferred Qualifications**

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| Preferred Degree: | Master'sd degree,Ph.D. or PsyD |
| Preferred Field of Study / Coursework: | Masters degree in marriage and family counseling, professional counselor, social work or closely related disciplinePhD or PsyD in psychology/counseling |
| Preferred Software: | Titanium ScheduleOutlook and Microsoft Office |
| Preferred Certifications/Licenses: | Licensure as a Psychologist, LMFT, LCSW, LPC or licensed eligible within one year in state of GA |
| Preferred Knowledge, Skills, & Abilities: | Specialization in Men's Issues and college aged clients. |
| Preferred Type of Experience: | Experience providing individual and couples counseling in a college/university counseling center2+ years experience in crisis management, particularly after hours experience |

**University Description**
On the Macon campus, we have an annual enrollment of approximately 4,400 undergraduate and graduate students.

**Region Description**
Mercer University is located in Central GA approximately 1 hour south of Atlanta. Macon is a city of 115,000 residents.

**Required Application Materials**
Interested persons should submit their application online. To submit an application, please visit the following link: <https://hr.mercer.edu/jobs/>

In addition, three (3) letters of reference should be forwarded to the address below: Emily Abend Piassick, Mercer University, Counseling and Psychological Services, 1501 Mercer University Dr, Macon, GA 31207

**Application Deadline:**

Until Position is Filled

**Starting Date:**
Preferred January 2019

For questions, please email Emily Piassick at piassick\_ea@mercer.edu

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