Florida Agricultural and Mechanical University

ADMINISTRATIVE & PROFESSIONAL

POSITION DESCRIPTION

1. Division: Student Affairs
2. Transaction Type: [X] Reclassification [ ] Update [ ] Transfer
3. Position Number: 18964
4. School/College/Department: Counseling Services
5. Department Number: 0409000
6. Effective Date: (Personnel Use Only)
7. Section:
8. FTE: 1.0
9. Budget Entity:
10. Pay Plan: 12 months
11. Subsection: PRES
12. Class Code: 9277
13. City: Tallahassee
14. County: Leon
15. Class Code: 9283
16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

**Essential Functions:** This position serves under the working title of Assistant Director, University Counseling Center. Responsible for the on-site management of counseling services when the Director is unavailable. Assists in supervising counseling staff and graduate interns as requested by the Director. Provides individual, group, and family therapy and treatment planning. Provides crisis intervention, emergency evaluation and support and referrals to university students. Coordinates educational programs focusing on abuse, violence, and substance abuse; participates in continuing education activities to maintain licensure in Florida. Engages in outreach activities in the university community. Provides consultations and wellness programs to the university community.

**Essential Personnel:** Provides assistance in the event of an emergency on campus that may lead to student emotional distress including: deaths, natural disasters, or other services assigned by the Vice President of Student Affairs, Associate Vice President/Dean of Students, or Director.

16a. **Program Direction and Development** - Responsible for contributing to a professional environment in which to provide counseling services; Participates in the on-call schedule and intake rotation schedule; Provides in-service training opportunities for staff as requested by the Director. Coordinates and implements an annual student needs assessment and a bi-annual (twice yearly) student services evaluation. Assists in the implementation of bi-annual file audits.

16b. **Level of Public Contact** (statement of internal and external business contact, including frequency and scope) Works daily with other aspects of the university community to include Academic Affairs departments and faculty. Works daily with students. Works almost daily with the Health Clinic, Police and Safety Department, and the Office of Student Activities. Works weekly with parents, the Judicial Affairs Office, Housing Office, Registrar’s Office, Student Government Association and off-campus referral agencies. Works monthly with professional counseling organizations.

16c. **Marginal Functions of the Job:** May serve on various university committees. Duties as requested by the Director, Associate Vice President/Dean of Students or Vice-President of Student Affairs.

16d. **Type and extent of instruction or directions normally given to the incumbent of this position by the immediate supervisor.** Daily and weekly meetings to discuss the direction of the department.
**17. POLICY MAKING INTERPRETATION:** What statutes establishes or defines the work performed?
Provides policy interpretation and direction for all Counseling policies and contracts as directed by the Director; assists in tracking the Center’s efforts in reaching the goals outlined in the current Counseling strategic and assessment plans. Assists in the training and development of staff.

**18. SUPERVISOR’S POSITION:** Number: **18620** Class Code: **9432** Class Title: **Director, University Counseling Center**

**19. SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.
Evaluates staff and provides remediation plans as necessary

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<th>Class Title</th>
<th>Position Number</th>
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<tr>
<td>Counselor, Clinical Programs</td>
<td>17483</td>
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<tr>
<td>Counselor, Alcohol and Drugs</td>
<td>18868</td>
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**20. MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.
None

**21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA:** (The disclosure of which would be prejudicial to the successful operation of the University.)
Responsible for insuring that all student information is maintained and stored according to the laws of Florida and the University policies. Maintaining student confidentiality is critical to this position.

**22. KNOWLEDGE/SKILLS/ABILITIES:**
Knowledge of counseling theory and techniques, and the wellness paradigm; strong interpersonal skills, supervision, and teamwork skills. Excellent verbal and written communication skills. The ability to work collaboratively and take initiative. Knowledge of ethical and legal issues in counseling. Demonstrated commitment to equity and social justice. The ability to work effectively and positively in an environment characterized by change. Ability to develop and maintain peer relationships with staff and others. Ability to assess, evaluate and implement crisis intervention services.

**22. Education/Training/Experience-** In order of importance, state any specific education, training and experience and knowledge, skills, and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

**Specialized Minimum Qualifications:** Licensed in Florida as a psychologist or clinical social worker upon hire. Master’s degree from an accredited institution in an appropriate area of specialization and two years of experience in a counseling center or related area.

**Preferred Qualifications:** Master’s degree from an accredited institution and two years previous experience working in a counseling center. One year of demonstrated successful experience in a supervisory capacity.

**23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**
Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting. Florida Statutes.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- X This position requires licensure, certification or other special requirements described below.
Maintaining professional license is critical to this position.

**ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.**

**24. SIGNATURES:**

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