

## Sam Houston State University Human Resources

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### **Staff Classification Description – Associate Vice President – Associate Vice President for Student Affairs and Executive Director of Student Counseling and Health Services.**

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**Skill Category:** Administrative  
**Position (Employee) Class:** 1M130 (E1)  
**Grade:** NC  
**Date:** 04/2020

**Department:** Counseling Center

**Educational & Experience Requirement:** Terminal Degree in Counseling Psychology or related field and must be able to be licensed as a psychologist (with a Ph.D. in Psychology for licensing as a Psychologist). Seven years of experience in counseling in a university setting with successful administrative experience or experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Directs and supervises the services of the Counseling Center and Services for Students with Disabilities while providing necessary direction and oversight for the Student Health Center. Provides administrative responsibilities and psychological services as a counseling psychologist. Directs and supervises two Student Affairs positions at the College of Osteopathic Medicine.

**Supervision Given & Received:** Works under broad direction of the Vice President for Student Affairs. Provides supervision for the Students with Disabilities and Health Services departments, wellness programs, supervises counselors, interns, practicum students, administrative support, and student assistants. Directs and supervises two Student Affairs positions at the College of Osteopathic Medicine (COM).

**Primary Responsibilities:** Administers the budget and financial operations of the Counseling Center. Supervises the total operation of the Counseling Center. Provides administrative guidance and oversight for the Student Health Services and Students with Disabilities departments. Establishes and enforces the working schedule for the staff and is the liaison between Counseling and Health Center, Students with Disabilities department, Division of Student Services, and Academic Division, and other departments such as Residence Life and the COM. Provides overall leadership in program development for the Counseling and Health Center, Students with Disabilities Department; vocational, personal, and educational counseling for individuals and groups of students. Serves on university committees. Serves as consultant to student, faculty, staff, educational groups outside the university and provides referral services for individuals with serious psychological needs. Represents Sam Houston State University in local, state, and national professional organizations, and the local community, with special projects. Organizes in-service training for Counseling Center staff and the administration of psychological tests. Promotes student awareness of services offered through the Counseling Center. Consults on a regular basis with practicing interns, and consults with crisis sexual assault counselors. Ensures the Department of Psychology acts as an ongoing practicum site. Provides academic assistance for students with disabilities and oversees the American Disabilities Act (ADA) office on campus. Performs other related duties as assigned.

**Other Specifications:** Provides leadership and oversight of all functions in assigned areas of the division. Must exhibit a high level of professionalism and maturity, executive ability, and a keen understanding of protocol. Ability to organize work effectively, conceptualizes and prioritizes objectives, and exercises independent judgment. Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes. Skilled in directing multiple tasks, setting priorities, and organizing operations. Ability to provide financial and administrative guidance within areas of responsibility and providing direct training and supervision as needed. Ability to establish and maintain effective work relationships with administration, faculty, staff, and the public. Strong communication skills, both orally and written. Requires the highest level of judgement, in which critical long-term consequences on decision making can occur. Interprets and applies complex directives, policies, regulations, statutes, and procedures and/or written guidelines related to the over-all organization. Must possess excellent reasoning skills.

This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental**

level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.