

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	2272
Job Title:	Executive Director, Counseling, Health, and Career Services
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Student Health & Wellness
Job Family:	Mental Health Services
Job Summary	The Executive Director of Counseling, Health and Career Services provides leadership and direction for three major departments within Student Services: Counseling Services, Health Services, and Career Services. Also serves as the Director of Counseling Services and provides direct service counseling, supervision, outreach and consulting. The Executive Director works with the other directors and staff to assess student needs, plan and develop services, assess learning and program outcomes, and manage resources. Responsible for developing an overall strategic plan and coordinating services which will enhance students' health and wellness. This person is expected to work collaboratively with all departments in the University to address students' health and wellness issues and to work with a network of community resources to enhance referrals. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus crime Statistics Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Doctoral Degree	in Counseling or Clinical Psychology from an accredited school and program	Required	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	years of experience in a higher education Career/Counseling Center	Required	
Some	years of administrative experience at the Associate or Assistant Director level	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Must be eligible for licensure as a Psychologist in the state of Texas		Required	

Knowledge, Skills and Abilities

KSAs	Proficiency

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Provide leadership and expertise to the University by planning, coordinating, and implementing programs to enhance student health and wellness. Monitor and analyze student data to determine students' needs, impact of various initiatives, and program effectiveness. Establish goals and priorities consistent with those of the Student Services Division and the University. Report outcomes on a regular basis as requested. Work with external constituencies to develop resource networks and a continuity of services. 	20%
<ul style="list-style-type: none"> Provide administrative oversight for the following departments: Career Services, Health Services, Counseling Services. Meet regularly with the directors to review mission and vision, goals, initiatives, and assessment. Monitor and review budget requests and expenditures. Establish, maintain, and enforce policies and procedures for effective services and oversee department compliance with legal and ethical standards. Acquire and maintain appropriate resources for the departments. 	20%
<ul style="list-style-type: none"> Serve as the director of the Counseling Services and lead the unit in creating a vision, mission, strategic plan, budget plan, and assessments. Supervise all staff in the department and support their professional development. Evaluate staff performance and recommend salary adjustments. Provide appropriate orientation, training, and support for all staff. 	40%
<ul style="list-style-type: none"> Provide direct services to students, including individual, couple, group, and vocational counseling. Provide crisis intervention to students. Provide consultation to other university employees on student concerns. Supervise interns and practicum counselors. Provide outreach programming. Serve on the UHCL CARE team. 	20%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description