

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Associate Director of Counseling and Psychological Services (Unclassified)

Requisition Code:

492600

Location:

Galloway – Main Campus

Job Category:

Management

Department:

Student Health and Wellness

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package

Work Hours:

M-F; 9a-5p

Posted Date:

6/19/2023

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work either a compressed 4-day work week with extended workdays or may work from home one day a week. Participation is subject to Divisional Executive approval depending on operational need.

Brief Job Overview/Summary:

Reporting to the Director of Counseling and Psychological Services (CAPS), the Associate Director will assist the Director with leading, managing, and overseeing short-term clinical services and psychoeducational programs for approximately 10,000 students. The Associate Director will provide direct supervision for clinical services, training, and case coordination and management for Counseling and Psychological Services (CAPS).

Descriptions of Essential Duties/Responsibilities:

- Assist the Director with oversight, management, and operations for Counseling and Psychological Services (CAPS).
- Coordinate individual and group counseling services. Distribute student client cases to clinical staff and serve as primary case manager for clients using clinical services. Assist student clients with referrals for long-term clinical services.
- Manage access to electronic medical records management system (EMR). Ensure delivery of quality clinical services to students learning on the Galloway and Atlantic City campuses.
- Supervise and train clinical professional and graduate trainee staff. Coordinates the clinical counseling staff's training and utilization of technology-based resources, including electronic medical records system (EMR), tele-counseling, and psychoeducational resources.
- Identify and implement strategies to ensure that Counseling and Psychological Services (CAPS) services and programs meet the needs of diverse student communities (e.g., racially minoritized communities, LGBTQ+, first-generation, non-traditional, military-affiliated, etc.).
- Serve as a member of the clinical counseling staff, providing students with individual, group, walk-in, and crisis counseling, etc.
- Serve as a member of the CARE Team, Behavioral Intervention Team (BIT), and other campus committees that support student health, safety, and well-being.
- Remain current in state and national college student mental health trends through involvement in appropriate professional organizations and provide guidance to clinical services staff for appropriate professional development and training opportunities.
- Coordinate psychiatric services for student clients in conjunction with medical clinical service personnel.
- Serve as a consultant to campus and community partners to support student mental health.
- Provide leadership for Counseling and Psychological Services (CAPS) in the absence of the Director, when needed.
- Participate in divisional and University committees as needed.
- Other duties as assigned by the Director of Counseling and Psychological Services (CAPS), Assistant Vice President for Student Health and Wellness, and/or the Vice President for Student Affairs.

Required Qualifications:

- Master's degree in Counseling, Social Work, or other related areas.
- Clinical counseling licensure or eligibility within one year for licensure in the State of New Jersey.

- Strong evidence of knowledge of best practices in college student counseling and psychological services.
- Evidence of understanding of FERPA, HIPAA, Title IX, Clery Act, and trends in legal liability within student health and college counseling center operations and awareness of federal and state guidelines that govern safety and wellness of student on college campuses.
- A minimum of 3 years of experience providing clinical mental health services to a diverse young adult population.
- Knowledge of licensure, certification requirements, and professional development organizations for clinical mental health practitioners.

Preferred Qualifications:

- PhD, PsyD, or EdD in Counseling, Psychology, Social Work, or other doctoral degree.
- Previous experience providing clinical supervision or administrative leadership within a College/University Counseling Center.
- Demonstrated ability to successfully lead, develop, and manage professional staff in a collective bargaining environment.
- A minimum of 3 years of experience providing clinical mental health services within a College or University Counseling Center.
- Active membership and involvement with national college/university counseling center professional associations (e.g., American Counseling Association; American College Counseling Association; Association for University and College Counseling Center Directors, etc.).
- Prior experience with tele-counseling technologies and services.

Screening Information:

Screening of applications begins immediately and will continue until the position is filled.

How To Apply:

To apply please visit <https://employment.stockton.edu> or click the "Apply" button.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Click [here](#) to apply. Email all necessary documentation to Stockton.same@stockton.edu.

Only electronic documents will be accepted. **Please complete the online application and include three professional references in addition to the following required documents.** All required documents (Microsoft Word or PDF) must be submitted in order for your application to move forward.

- A letter of interest describing qualifications and accomplishments
- Current resume or curriculum vitae
- Unofficial graduate transcripts

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of

sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton's Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.

- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton's Annual Security and Fire Safety Report (ASFSR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASFSR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.