



Job Title	Assistant Director, Student Counseling	Job Code	HS0317
Pay Plan	A&P	Pay Grade	20
Union	Non-Union	Union Code	0
Job Family	College of Health Services	Subfamily	Counseling/Psychology

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Counseling/Psychology Professionals provide psychological and counseling services of a remedial, preventive, and developmental nature through consultation/contact with patients. May provide medical personnel with direction concerning patient care and prevention.

Job Summary

Assists the Director in the development and recommendation of policies relating to clinical services.

Representative Duties

1. Management and Policy Development

- Provides feedback on existing policies and procedures
- Represents Student Health Services and/or provides input and expertise to other units and departments of the university

2. Clinical Services Management

- Coordinates the scheduling and oversight of clinical services for the center
- Manages and facilitates clinical appointments, policy and procedure, and clinical consultation
- Ensures clinical activities are in compliance with Student Health Services policies, state and federal statutes, the Accreditation Association for Ambulatory Health Care, and Florida Board of Governors guidelines

3. Care Management Team Oversight

- Oversees the work duties of the Care Management team
- Provides guidance and feedback on work performed
- Serves as an administrative portfolio leader that oversees, supervises, and evaluates staff

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Master's*	Doctorate*
Certification(s)		
Licensure(s)	Licensed by the State of Florida*	
Work Experience		
4+ years of relevant work experience OR 2+ years of relevant work experience with a Doctorate Degree		
Additional Requirements		
* Master's degree in clinical psychology, mental health counseling, social work, or marriage and family therapy at an accredited college or university with a supervised internship experience		
* Doctorate in clinical or counseling psychology from an APA (American Psychological Association) accredited college or university, completion of an APA-accredited internship or closely related field and have equivalent internship		
* Must be license eligible in Florida at time of hire, licensed by the State of Florida within 6 months of hire date, and must maintain license.		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.