Job Description:  **Associate Director, Counseling and Psychological Services**

**POSITION SUMMARY:** The CAPS Associate Director is part of the Tulane University Campus Health team of committed professionals dedicated to supporting and promoting student health and wellbeing as a core institutional value through a multidisciplinary, comprehensive approach. This Associate Director position resides within the CAPS for Counseling Services Department and reports to the CAPS Director. The individual in this role works closely with the Director in ensuring the provision of high-quality clinical services to Tulane students at all CAPS locations, represents CAPS in the University community, and assumes responsibility for CAPS in the absence of the Director.

The Associate Director conducts and supervises direct clinical services, including short-term individual therapy, group therapy and workshops, crisis response, outreach activities, and consultations. The Associate Director is also responsible for the day-to-day operations of the clinic and assists the Director in ensuring maximum efficiency in the provision of services through ongoing planning, data analysis, continuous quality improvement activities and coordinating functional work group activities. This position has responsibility for a multidisciplinary therapist team and oversees the front desk staff. The Associate Director is also a member of the CAPS Senior Leadership and serves on the Operations Team.

Located in the unique and iconic city of New Orleans, Tulane is a highly regarded and selective independent research university, a member of the prestigious Association of American Universities (AAU), and offers undergraduate, graduate and professional degrees in the liberal arts, science and engineering, architecture, business, law, social work, medicine, and public health. Tulane University Campus Health is fully accredited by the Accreditation Association for Ambulatory Health Care (AAAHC) and serves a student body of over 13,500.

**EDUCATION AND EXPERIENCE:**
1. Doctorate in clinical or counseling psychology.
2. At least three years postdoctoral clinical experience.
3. Clinical supervision experience.
4. Management experience within a mental health organization.
5. Licensed to practice psychology in the State of Louisiana or eligible by date of hire to obtain Louisiana licensure, including having previously passed the EPPP exam and completing postdoctoral clinical hours. Must be licensed in Louisiana within six months of hire date.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES/COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:**
1. Ability to protect confidentiality and meet all ethical standards associated with the practice of psychology within a university counseling center context
2. Strong case formulation, assessment and treatment skills, including the ability to understand transference and countertransference in working clinically with a diversity of clients, issues and levels of impairment
3. Outstanding oral and written communication skills, able to dialogue effectively with a wide range of students, faculty and staff
4. Ability to effectively utilize an electronic medical records system
5. Ability to take the lead when appropriate, both administratively and clinically
6. Ability to collaborate collegially with a multidisciplinary staff, both within CAPS and throughout the University community
7. Knowledge of developmental trends and concerns of undergraduates, as well as graduate and professional students
8. Ability to engage in an ongoing pursuit of self-knowledge and understanding of own personal factors affecting clinical work

PREFERRED QUALIFICATIONS:
1. Experience working with students in a university counseling setting.
2. Previous administrative and leadership experience in a university counseling center.
3. Ability to manage complex crises and/or clinical situations and to provide related supervision, training, and consultation to a large multidisciplinary staff and faculty.

Tulane is an EOE/M/F/Vet/Disabled employer.