

## Position Vacancy Announcement

### **PSYCHOLOGIST COUNSELING CENTER LIAISON TO THE COLLEGE OF ARTS & SCIENCES**

#### **Counseling Center Division of Student Affairs**

#### **Position Summary**

Provides psychological counseling and related services to students enrolled at BGSU, particularly those in the College of Arts & Sciences. Serves as the Counseling Center's official liaison to the College of Arts & Sciences.

#### **Essential Duties, Tasks and Responsibilities**

- Conducts individual, couples, and group personal counseling and psychotherapy, working primarily with students from the College of Arts & Sciences.
- Facilitates the exchange of information as well as the coordination of resources between the Counseling Center and the College of Arts & Sciences.
- Provides crisis intervention and emergency coverage.
- Assists Counseling Center staff with offering initial "consultation and assessment" sessions.
- Provides consultation to faculty and staff – particularly in the College of Arts & Sciences – to facilitate their effective management of students' mental health concerns.
- Participates in doing psycho-educational/outreach activities (class visits, workshops, psycho-educational presentations) and assumes leadership in arranging such activities for faculty/staff in the College of Arts & Sciences. Also is available to assist with activities held during New Student Orientation and offers training and psycho-education to faculty, staff, and peer facilitators affiliated with the BG Experience Program (or comparable program[s]).
- Provides extensive academic advising to Arts and Sciences students during the summer months.
- Offers assistance to the Associate Dean(s) and other College staff in facilitating interviews with students who are appealing their suspensions or dismissals.
- May assume responsibility for staff supervision and clinical supervision of trainees (e.g., pre-doctoral interns, graduate assistant(s); participates in training of Center and University Staff.
- Participates in staff meetings in the Counseling Center (administrative and clinical consultation) and attends various meetings in the College of Arts & Sciences.
- Helps to formulate mechanisms for assessing the efficiency of this liaison position.
- Engages in case management (e.g., record-keeping, correspondence, preparation, referrals, phone calls).
- Participates in professional development activities (reading, attending workshops and seminars).
- Miscellaneous office work.

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

## **Knowledge, Skills or Abilities**

- Strong crisis intervention and consultation skills.
- Strong skills in the area of training and supervision.
- Strong program development skills.
- Strong counseling skills.
- Strong case management skills.
- Public speaking skill/ability.
- Ability to use e-mail for intra and interoffice communication.

## **Minimum Qualifications**

Ph.D, PsyD or EdD in Clinical or Counseling Psychology required. Possession of Ohio Psychology License or attainment of such licensure within two years of hire. One to two years of experience in psychological work which includes direct client contact of a clinical nature.

## **Salary**

Full-time administrative staff position. Period of employment: two years, with an opportunity for possible renewal of the two-year appointment. Administrative grade level 14 (\$38,708 minimum) for non-licensed and 17 (\$50,532 minimum) for licensed. Salary is commensurate with education, experience and licensure. Full benefits package available.

## **To Apply**

Submit cover letter w/email address, resume, graduate transcripts and three letters of professional recommendation. Review of applications will begin on July 29, 2009 and continue until position is filled.

Office of Human Resources (Search J-61450)  
100 College Park Office Building  
Bowling Green State University  
Bowling Green, OH 43403-0201

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.*

*We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.*

*BGSU hires only individuals authorized to work in the United States.*

*For information regarding BGSU's crime statistics, please visit Public Safety's website at [www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*

