



ANGELO STATE UNIVERSITY

Member, Texas Tech University System

Job Opening For Staff Position of

Counselor

Job Posting #0806-014

POSITION INFORMATION

Counseling Services

Position Number 998813

Posting Date: June 26, 2008

SALARY

Commensurate. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Under general direction, provides professional counseling and related services to individuals and groups of students of the University, including programs and outreach targeting residential students.

TYPICAL DUTIES

1. Meets with students to secure information and to assess needs. Provides individual and group counseling and crisis intervention on social, cultural, behavioral, developmental and other matters for students experiencing mental or behavioral problems.
2. Plans, organizes, and presents programs for students in Residence Life settings related to mental and emotional health issues as well as chemical abuse/dependency and roommate/relationship issues.
3. Attend Residential Assistant and other Residence Life meetings and serve as a consultant to Resident Life for mental health/chemical abuse issues.
4. Prepares intake and evaluation documentation and treatment plans; prepares and maintains confidential case files and related records, insuring all legal and ethical requirements are consistently followed.
5. Administers and interprets standardized tests to identify and assess individual problems and difficulties.
6. Offers training for and participates in Student Judicial Review Boards, specifically as related to conflict resolution and mediation.
7. Participates in Residential Assistant training and other inservice programming for ASU students, staff, and faculty as needed.
8. Demonstrates sensitivity, insight, and concern in assisting students to overcome personal or other problems.
9. Assists students and others to develop and maintain high levels of personal and academic performance.
10. Consults with families, faculty, staff mental health professionals, and medical personnel, as needed to facilitate the counseling process.
11. Refers students to outside mental health or medical professionals as indicated by assessment and scope of student problem.
12. Participates in outreach programs to educate students, faculty, and staff about services.
13. Consults with University Police on issues related to student behavior, rights, and safety.
14. Shares after-hours on-call duties with other Counseling Services staff.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of the principles, theories, and practices of contemporary personal counseling methods; knowledge of and adherence to current professional ethical standards; knowledge of mental health issues, including anxiety, substance abuse, depression, sexual dysfunction, sexual assault, stress management, suicide, and eating disorders; knowledge of community social services resources; knowledge of student development theory and application; knowledge of program planning,

implementation, and evaluation; knowledge of spelling, grammar, and punctuation; knowledge of word processing software and the operation of personal computers.

- Ability to assess and accurately diagnose mental health and related disorders, recognizing the need for referral, as appropriate; ability to organize and complete multiple tasks in an accurate and timely manner; ability to form and maintain effective counseling relationships with students; ability to monitor student movement in the therapy process and to terminate the relationship in appropriate ways; ability to work harmoniously with administrative staff and others.
- Skilled in oral and written communication; skilled in interpersonal relations.

QUALIFICATIONS

Possession of a Master's degree in counseling, psychology, social work, or other appropriate field is required. A Doctoral degree in one of these, or other directly related field, is desirable. Four years of professional level experience in counseling, social work, or closely related field. An appropriate doctoral degree may substitute for two years of the required experience. Prior experience in a university setting preferred, but not required.

CERTIFICATES/LICENSES REQUIRED

Licensure as a professional Counselor, Psychologist, or a Licensed Clinical Social Worker in the State of Texas.

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909-1009

Or fax to: 325-942-2156

APPLICATION DEADLINE

July 23, 2008

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER