ADAMS STATE UNIVERSITY
Assistant Director of Counseling Services and Coordinator of Accessibility Services

General Description: The Assistant Director of Counseling Services position is responsible for provision of Accessibility Services to ASU students, and serves as ASU’s Accessibility Services Coordinator. The position is also responsible for assisting in the day-to-day management of the Counseling Center, carrying a reasonable counseling caseload, supervising counselors-in-training, and participating in ASU’s suicide prevention, alcohol/drug awareness, sexual assault prevention and other prevention activities, including participation as a trainer and/or speaker at events and workshops.

Starting Date: Review of applications will begin immediately upon receipt. Position open until filled. Anticipated start date is March 1, 2014 or as soon as the position is filled.

Salary: $40,000 - $45,000 per year depending upon experience. Adams State University offers a competitive benefits package.

Required Qualifications:
• MA/MS required in Counseling, Social Work, Psychology or related field
• Licensure-eligible as an LPC, LCSW or other licensed mental health professional
• Experience training large to medium-sized groups
• Experience and training in crisis intervention

Preferred Qualifications:
• Licensed as an LPC or LCSW
• Experience working with persons with disabilities and experience working with the Americans with Disabilities Act (ADA) of 1990
• Excellent networking abilities
• Certified Applied Suicide Intervention Skills Training (ASIST) trainer and/or safeTALK trainer
• Experience and expertise in planning and implementing prevention and awareness activities on a college campus
• Experience supervising clinicians-in-training and other staff
• Cultural competence in diverse student populations

Responsibilities:
The Assistant Director of Counseling Services, who reports to the Director of Counseling & Career Services, is responsible for the following:
• Serving as Accessibility Services Coordinator for ASU students
• Assisting in the day-to-day management of the ASU Counseling Center
• Provision of individual, group, and couples counseling to clients as assigned under the clinical supervision of the Director
• Completion of all required paperwork in an accurate and timely fashion
• Planning and implementing prevention and awareness activities, including activities related to suicide prevention, alcohol and drug awareness and prevention, sexual assault prevention, and other activities as assigned
• Serving as the staff advisor for the student-led Suicide Watch Awareness Gang club
• Intervening with identified students in a compassionate, professional and timely fashion and providing appropriate referrals to on-campus, local, states, and national resources
• Communicating needs related to supplies, equipment, materials to the Director
• Serving as an ASIST and SafeTALK trainer for campus and community persons once appropriately trained
• Networking with on-campus, local, state, and national entities related to prevention and awareness activities
• Participating on and coordinating with the San Luis Valley Prevention Coalition and its subcommittees and task forces
• Participating on and coordinating with the ASU Campus Health & Safety Team
• Teaching an upper level course within ASU's Psychology Department, Prevention Awareness Crew.

Applications:
Applicants should send a letter of application including a description of relevant counseling and training experiences, a current résumé, copies of all undergraduate and graduate transcripts, a list of five professional references, and two current letters of recommendation which address the applicant’s most recent professional experiences. Hard copy applications are preferred, however we will accept emailed applications.

Send all materials to:

Ms. Patty Martinez
Administrative Assistant, Counseling & Career Services Department
Adams State University
208 Edgemont Blvd.
Alamosa, CO 81101

719-587-7746
pfmartin@adams.edu

Further Information:
Located in Alamosa, Adams State University is a state-supported institution in the San Luis Valley, a rural and agricultural area of South-Central Colorado, approximately 3.5 hours from both Denver and Albuquerque. The university is designated as a Hispanic Serving Institution and as a regional education provider. Additional information about the university and the department may be found at www.adams.edu and counseling.adams.edu. Information about the community and surrounding area can be found at www.alamosa.org.
An Affirmative Action/Equal Opportunity Employer

In compliance with the Immigration Control Act of 1986 candidate for positions must provide proof of eligibility to work before an officer of employment can be made final.

Adams State University performs background checks as a condition of employment for prospective employees and current employees seeking certain promotional opportunities. Offers of employment are contingent upon completion of an acceptable background check. Applicants will be asked to provide personal data and sign a release form before the background check is conducted. Applicants who fail to provide the data and consent form will not be considered for employment or promotion. Background checks include review of criminal records and sex offender registry background. Credit and driving record background may apply to certain positions.

Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.

The university is dedicated to fostering Inclusive Excellence, the recognition that the university’s success depends on valuing, engaging, and including the rich diversity of students, staff, faculty, and administrators. Given the university’s mission and student body composition, the department is actively seeking qualified applicants who have experiences, skills, and/or personal attributes that reflect perspectives that can further broaden our students’ educational experience. We will give preference to qualified applicants with experience in ethnically diverse settings, who possess varied language skills, or who have a record of research that supports diverse communities, or a record of teaching a student population that includes historically underrepresented groups and other at-risk populations. Additional information about the university and the department may be found at [www.adams.edu/academics/](http://www.adams.edu/academics/).