Director of Student Counseling

Department: Student Affairs
Position: Full-time, 12 month position, full benefits package
Annual Salary: $50,000
Union Affiliation: N/A
Posting Date: March 2022

Description
Under supervision of the Dean of Students, this position is responsible for care provided in Counseling Services and for consultation with after-hours services. This position also includes direct clinical service to students during and after regular business hours.

The primary responsibility of this position is counseling students and managing the counseling services on campus. This position includes personnel management, coordinate with off campus mental and physical health professionals, long range planning, delivery of mental health services, participation on campus committees, direction and involvement in campus outreach programs, staff development and training, and quality improvement efforts.

Must have leadership skills in mentoring and directing the counseling team, know and establish performance standards, practices, and employment relationship issues. Must have the ability to represent the University in a positive manner. Must have experience in counseling college students and student athletes in the area of mental health such as resilient skills, addiction, crisis intervention, and relationship violence. This position operates with considerable independence in providing oversight for counseling and behavioral health services and represent Student Affairs in campus and community activities.

Required Qualifications
• Must have a master’s degree in counseling or equivalent;
• LCPC and/or LCSW
• Three years of experience working on a college campus;
• Excellent organization skills and time management;
• Excellent oral and written communication skills and leadership skills;
• Resourcefulness, critical thinking, analytical skills, collaboration and documentation skills;

Preferred Qualifications
• LAC
• Knowledge of HIPAA and FERPA rules.
Application
To apply, please submit a letter of application specifically addressing the qualifications and duties described above, a resume and the names, addresses and phone numbers of three (3) professional references. Submit application materials to:

Patti Lake
Personnel Officer
Administration, Finance and Human Resources
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
Patricia.lake@umwestern.edu

Questions regarding this position should be directed to Nicole Hazelbaker via email @ Nicole.hazelbaker@umwestern.edu or by calling 406-683-7900. Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area
The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering Experience One (X1), experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for any position will be subject to a criminal background investigation.