Vacancy Announcement
University Counselor

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 156 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow's world.

Develop a transformational, inclusive, and welcoming community for all students. Create an engaged student body that strives to become their best selves and seeks social justice, self-efficacy, community responsibility, and individual leadership. This senior leadership position promotes personal achievement, healthy relationships, wellness, and an appreciation for the diversity of human experiences.

Duties and Responsibilities:
Specific duties may include and are not limited to the following:

- Provide vision and leadership for the Office of Counseling Services (OCS) including establishing annual goals and overseeing all programs and services provided by the office.
- Provide intake assessments, individual and group counseling, and crisis intervention.
- Develop and maintain collaborative relationships with local hospitals and other local mental health agencies.
- Advise institutional leadership with regards to trends in student mental health.
- Provide leadership to the faculty, staff, parents, and external constituents in response to student mental health needs.
- Provide direct intervention services in all areas of the university environment.
- Develop mental health training modules for university peer counselors, work-study assignments, and residential assistants.
- Develop growth-group activities per semester.
- Develop and implement mental health focused living-learning activities and programs in collaboration with other divisional and university departments.
- Redevelop, manage and implement a comprehensive crisis referral system.
- Manage office operations including developing and monitoring budgets, assessments and evaluation activities, develop and maintain database systems, and ensure excellent customer service with all constituents.
- Serve on various University Committees, including the Crisis Intervention Team.
• Maintain effective relationships and ensure ongoing active collaborations between the OCS and all pertinent units within the campus.
• Recommend and administer approved institutional policies and procedures associated with student mental health.
• Maintain and update a formal protocol for policies and procedures to be followed in responding to mental health crises and emergencies; provides consistent and timely response and intervention when needed, including during after-hours crisis situations.
• Engage in the development of the area's strategic plan in relation to divisional planning efforts.
• Participate in required divisional and institutional activities, and programs.
• Assist in strategic planning, assessment and program evaluation efforts within the Division of Enrollment Management & Student Affairs.
• Perform other duties as assigned by the Chief Student Affairs Officer.

Qualifications:

• Master’s degree in Counseling, Counseling/Clinical Psychology or a closely related field with a minimum of 4-6 years working in a College/University setting with significant administrative, clinical, and supervisory experience.
• Demonstrated knowledge of the development and psychological issues of a college-aged population, particularly first generation college/university students.
• Proficiency in software programs used to manage student records in College counseling centers.
• Candidates should possess and demonstrate the ability to work with diverse constituencies and have excellent skills in oral and written communication.
• Demonstrated successful experience in working with diverse populations.* Candidates should possess values compatible with and supportive of the mission of Virginia Union University.
• Ability to manage emergencies and crisis situations.
• Ability to engage in comprehensive strategic planning and assessments of organizational effectiveness.
• Ability to develop collaborative relationships with other university departments.
• Working knowledge of Disability Services and needs.
• Experience working with adolescence and/or young adults in counseling and/or personal development building capacities.
• Excellent organizational acumen and ability to multi-task high priority functions is essential.

Licensure/Certification Qualifications:

• Licensed Clinical Social Worker (LCSW)
• Licensed Professional Clinical Counselor (LCCP)
• Licensed Mental Health Counselor (LMHC)
• Licensed Clinical Psychologist (LCP)

*Education and Experience:*
• Bachelor’s degree in an applicable field required; Master’s degree preferred.
• Related experience preferred.

*Physical Requirements:*
• Prolonged periods sitting at a desk and working on a computer.
• Must be able to lift up to 15 pounds at times.

*Salary:* Commensurate with experience

*Applications Deadline:*

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

*For more information about Virginia Union University, visit* https://www.vuu.edu/about-vuu

*Posted: <date>*