

Director of University Counseling
Duke Kunshan University
Job Description

Position Overview:

Counseling and Psychological Services (CAPS) is the primary counseling center for the DKU student community. It assists students as they deal with the personal, social, and academic challenges of the college experience, and supports them in achieving their goals in these areas. CAPS actively promotes students' personal development and psychological well-being by providing confidential counseling within the context of a therapy model, emergency services for students in crisis, groups designed to foster interpersonal growth, and referrals for students whose needs may be best met outside of the University. This position requires a degree in Psychological or Clinical Counseling at the doctoral level, preferably from an APA (American Psychological Association) accredited academic program. Interested individuals should be licensed or license-eligible in either the United States, Canada, and/or equivalent certification in the People's Republic of China, preferably with demonstrated competency in providing oversight and supervision of a counseling center staff consisting of full-time and part-time counselors.

Reports to:

Dean of Student Affairs

Essential Duties:

General Administration

- Provides vision and leadership in establishing and monitoring the scope and direction of CAPS, ensuring its operation is consistent with accepted standards of practice.
- Oversees the provision of time-efficient, culturally informed individual and group counseling and related services through training, consultation, supervision and evaluation of the activities of the CAPS clinical professionals.
- Ensures maximum utilization of CAPS resources by monitoring counselor schedules, clinical workloads, and work assignments.
- Collaborates with the Directors of Athletics and the Student Health Center to establish coordinated and comprehensive services for students on campus.
- Reviews all CAPS documents requested for release to ensure records are released only under conditions consistent with provincial and national laws of China as well as professional ethics.

Ensures that all clinical documents are created in a manner that is consistent with professional standards and that documents are securely stored.

- Provides sound fiscal management of the CAPS budget. Monitors the budget, establishes funding priorities, identifies optional funding resources, and approves expenditures.
- Provides the Dean of Student Affairs an annual evaluation of CAPS operations, services, and outcomes, as well as strategies and recommendations for addressing service demands and student mental health needs.

Personnel Management

- Oversees hiring, training, and work performance of a staff, which presently includes one licensed psychologist/counselor and part-time contractual counselors.
- Plans and facilitates weekly staff meetings. Provides for staff professional development through training opportunities, workshops, and professional resources.
- Meets regularly with staff as needed to provide support and direction for specific administrative areas within the Center (e.g. pre-professional training, clinical operations, group therapy, research and assessment, outreach and consultation).
- Establishes policies and procedures for CAPS operations and communicates clearly with the staff regarding policies, operations, scope of services and standards of practice.

Clinical Services, including Crisis and Risk Response/Management:

- Serves as member of the Student Care Team for at-risk-students, with responsibilities for monitoring adherence to the team's recommendations for evaluation and treatment. Communicates with student families, Dean of Student Affairs Office and off-campus mental health professionals as circumstances indicate to support students' safety.
- Provides culturally informed clinical assessments (including diagnosis), crisis management, individual counseling, off-campus referral, and group facilitation (as needed) for graduate and undergraduate students.
- Ensures staff are trained to provide prompt, organized, and competent crisis response. Shares duties for evening and weekend on-call back up to after-hours services.
- Maintains availability to respond to calls of concern from students' families, faculty, and friends. Ensures appropriate response to these situations.
- Works closely with Health Center Director to provide coordinated mental/behavioral health services.
- Maintains licensure in good standing through continuing education activities and adherence to legal and professional ethics and standards.

- Contributes to the University community by serving on committees, program involvement, outreach, or other campus-wide activities.
- Networks with professionals on campus and in the community to provide informed and coordinated services to students.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Ph.D/Psy.D. in clinical or counseling psychology or social work.
- License or license-eligible in any States in the U.S., Canada, or licensed or license-eligible.
- Minimally at the Level 3 Counselor with either the National Counseling Licensing Board of the People's Republic of China, or the China Ministry of Human Resources and Social Security.
- Licensed as a psychologist at the time of application. Please specify state, country and date psychologist license was granted.
- Eligible for licensure as a psychologist in China and gain licensure within 12 months of beginning position minimally at the Level 3 Counselor with either the National Counseling Licensing Board of the People's Republic of China, or the China Ministry of Human Resources and Social Security.
- Progressive responsibility providing culturally informed individual and group counseling and crisis services in a college or university counseling center.
- At least 5 years of experience in clinical and administrative role(s) in a college or university counseling center.
- Experience in personnel management of clinical and support staff.
- Demonstrated skill in creating and supporting a diverse and equitable work environment.
- Experience outreaching to multicultural, LGBTQ+, and to other diverse identities.
- Strong English-speaking skills in providing counseling to a student population of 75% Chinese students and 25% international students from approximately 25 countries. DKU is an English-speaking campus.
- Strong leadership skills, including demonstrated ability to communicate clearly, work collaboratively with professional staff and colleagues, and effectively formulate and execute informed administrative and clinical decisions.

Preferred Qualifications:

- Graduate of an APA-accredited doctoral program and/or completed an APA-accredited internship.
- Experience in budget management.
- Demonstrated commitment to inclusive excellence in all aspects of counseling services for students, and in the recruitment, retention, and advancement of staff.
- Ability to speak both English and Mandarin Chinese.