Position Announcement
University Counselor, full time temporary
Recruitment No. 9980816

Human Resources seeks candidates for a full time temporary University Counselor position in Counseling Services. The employee reports to the Director of Counseling Services, and to the Vice President for Student Life.

Responsibilities

Assess client needs and provide short-term counseling, crisis management and referrals for students, faculty and staff of Washburn University to promote personal growth and good mental health.

Consult with students, faculty and staff in a collaborative nature to provide background and support for educational study, classroom management and student behaviors and characteristics as warranted. Consult with community agencies, local or distant, to facilitate continuity of care for the student, staff or faculty.

Compile data and compose reports relative to counseling activities. Review and update/modify information and marketing materials to educate the campus community and the public in general about counseling services available at Washburn University.

Create, present and/or facilitate workshops, programs for student leaders/groups and class presentations based on student needs or as requested by staff, faculty, students, and student groups.

Initiate and maintain working relationships with referral resources in the community.

Serve on University-wide and Student Life committees as designated. Participate in professional organizations. Attend seminars/conferences/workshops for professional development purposes as well as to acquire CEUs for licensing purposes.

Occasionally responsibilities may require weekend or evening availability.

Performs other job related duties as identified and assigned.

Required Qualifications: Master's degree in the mental health field and one year of clinical experience. Obtain professional Kansas licensure to practice within the mental health field no later than 1 year after employment.

Preferred Qualifications: Experience at a college counseling center and/or in a higher education setting. Experience with or knowledge of psychometric assessments. Current Kansas licensure as a mental health provider or clinical professional counselor.
Application Procedures

Submit a letter of interest, resume, Resume Supplement for Administrative Positions (available at [www.washburn.edu/hr-forms](http://www.washburn.edu/hr-forms)), copy of unofficial transcript(s) for highest level of post-secondary education (official transcript for all levels of post-secondary education may be requested upon hire), and names and phone numbers of three professional references to getajob@washburn.edu or to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Review of applications has begun and will continue until interviews are scheduled. Salary is mid to upper $30,000 commensurate with qualifications. Excellent fringe benefits package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

To enrich education through diversity, Washburn University is an equal opportunity employer. Candidates from under-represented groups are encouraged to apply.