



Director, Counseling & Psychological Services

Position Profile



Prepared by **Keeling**  **Associates**
Change for Learning

The Opportunities

The University of Indiana Bloomington (IU), a top public research university, is pleased to announce a national search for the position of **Director of Counseling and Psychological Services**. Through innovation, creativity, and collaboration, the Director will have the opportunity to provide campus-wide leadership, mental health expertise, and the strategic vision to enable optimal utilization of Counseling and Psychological Services (CAPS) within a comprehensive and integrated Health and Wellness program. This position offers a tremendous opportunity to foster creative strategies and innovative solutions to address the ever-changing mental health needs of a large and diverse residential population of approximately 47,000 undergraduate and graduate students.



IU is seeking a visionary and experienced clinician and administrative leader with an entrepreneurial spirit and a demonstrated record of effective supervision, operational, and management experience. CAPS emphasizes support for diverse student populations and a commitment to inclusive programs and services. As an institutional leader with a focus on mental health priorities, the Director will provide a vision for the future and will foster strong partnerships with colleagues in Health and Wellness, throughout the University, and with external community partners to support student success and well-being. The successful candidate will possess a strong

commitment to supporting diverse student populations; the ability to lead and inspire a talented team of dedicated mental health providers and create opportunities for professional growth and team building; and an in-depth understanding of the psychological challenges and mental health needs of college students.



Department Information



The Division of Student Affairs is focused on building a strong foundation to ensure every student's Indiana University experience is positive, safe, healthy, and meaningful. Division staff and 22 departments aim to help students navigate their time at IU, providing the tools they need to be successful in school and after graduation. Students are our priority, and their health, safety, and overall well-being are our core mission.

Counseling and Psychological Services ("CAPS") is proud to be a department within the Division of Student Affairs and is located physically within IU's Student Health Center. The Division is committed to promoting learning and respect by integrating diversity, equity and inclusion in all programs, interactions, and partnerships. We commit to creating and maintaining an inclusive environment where all people are respected, valued, and affirmed so that they may know they matter and belong at Indiana University.

Job Summary

The Director of Indiana University's Counseling and Psychological Services (CAPS) will direct and administer the oversight of student engagement, patient care, staff supervision, quality assurance, and mental health outreach initiatives. The Director will report to the Associate Vice Provost for Student Affairs, Health and Wellness and will be a key member of the Division's senior leadership team.

Department Specific Responsibilities:

- ▶ Responsible for the overall delivery of clinical mental health services including: crisis intervention, clinical supervision, individual therapy, group therapy, psychological testing, and assessment. Utilizes the embedded counseling model across the campus and other university offices.
- ▶ Reviews intakes, assigns cases, and provides consultation services to meet the mental health needs of the campus student body. Evaluates programs and monitors standards of clinical services to evaluate effectiveness and ensures compliance with federal, state, and professional regulations.



Department Specific Responsibilities (Continued):

- ▶ Manages departmental resources, including the coordination, recruitment, training, supervision, development, and evaluation of professional and administrative staff.
- ▶ Directs the fiscal management of Counseling and Psychological Services, including compensation plans, program expenditures, and other financial planning.
- ▶ Assists in the development, review, and distribution of policies and procedures related to operations, and ensures implementation of those policies.
- ▶ Develops strategic annual and long-range plans for Counseling and Psychological Services. Assesses progress toward goals and participates in program reviews and other evaluations of services.
- ▶ Oversees the professional development and management of mental health professionals-in-training to provide a valuable training experience and ensures the delivery of high-quality clinical services.
- ▶ Serves as a core member of student affairs, crisis response, and emergency preparedness executive and planning teams.
- ▶ Conducts outreach and engagement activities, including serving on state and national councils, committees, and boards. Functions as a liaison to community health agencies and the Vice Provost and Dean of Student Affairs.



General Responsibilities:

- ▶ Directs and administers the strategic direction of the department.
- ▶ Manages departmental resources, including full-time and part-time clinical and administrative staff.
- ▶ Trains and oversees the activities of mental health professionals-in-training.
- ▶ Develops policies and ensures enforcement of those policies.
- ▶ Represents department in committee meetings.
- ▶ Support campus response and planning for crisis and emergency preparedness.
- ▶ May provide direct clinical services as needed.



Qualifications

Required Education:

- ▶ Master's Degree in relevant mental health field

Preferred Qualifications:

- ▶ Ph.D. in relevant mental health field

Required Experience:

- ▶ 5 or more years administrative experience in mental health
- ▶ 2 or more years of management experience

Preferred Experience:

- ▶ 10 or more years of experience in college health counseling as well as progressive experience in holistic wellness initiatives, student engagement, program implementation, patient care, staff development, fiscal management, and daily operations.

Licenses and Certifications:

- ▶ Licensed as a mental health provider; if not licensed in Indiana, must be license eligible to practice independently as a mental health provider in the State of Indiana.

Skills:

- ▶ Demonstrated commitment to excellence.
- ▶ Ability to create a supportive, nurturing, transparent culture within a student counseling center for both students and staff.
- ▶ Demonstrated commitment to expand knowledge and awareness of diversity, equity, and inclusion, as evidenced through demonstrated self-awareness, understanding, and valuing of others, and fostering a sense of belonging.
- ▶ Innovative and creative strategic thinker.
- ▶ Philosophically and ethically grounded, but not bound by conventional wisdom. Exhibits an understanding that the best practice is one that is most relevant to IU students at this moment in time- a reality that is ever-changing.
- ▶ Proficient in English written and verbal communication skills.
- ▶ Maintains a high degree of professionalism.
- ▶ Demonstrated time management and priority setting skills.
- ▶ Demonstrates a high commitment to quality.
- ▶ Excellent organizational skills.
- ▶ Effectively coaches and delivers constructive feedback.
- ▶ Instills commitment to organizational goals.
- ▶ Demonstrates excellent judgment and decision-making skills.
- ▶ Effective conflict management skills.
- ▶ Builds and manages effective teams.



About Indiana University Bloomington

Founded in 1820 and serving over 47,000 students, Indiana University Bloomington is the flagship campus of IU's seven campuses and two regional centers. Innovation, creativity, and academic freedom are hallmarks of IU's world-class contributions in research and the arts.

Indiana University students get it all—the storybook experience of what college should be like, and the endless opportunities that come with it. Top-ranked academics. Awe-inspiring faculty. Dynamic campus life. International culture. Phenomenal music and arts events. The excitement of IU Hoosier sports. And a jaw-droppingly beautiful campus located in beautiful Bloomington, Indiana—a welcoming college town surrounded by hills, forests, lakes, biking, and hiking trails.

Beyond academic rankings, IU and Bloomington rack up accolades like #1 City for Work-Life Balance (Forbes), #2 Best College Town in America (USA Today), #6 Best College Town to Live in Forever (College Ranker), and #8 LGBTQ+ Friendly College (College Magazine). IU consistently ranks among the most beautiful campuses in the country and benefits from being just 50 miles away from Indianapolis, allowing enjoyment of the museums, music, shopping, or whatever you might want from a major city. There are diverse cultural events, a broad array of food, restaurants, and people from across the country and the world.

Benefits

For full-time staff employees, Indiana University offers a wide array of benefits including:

- ▶ Multiple plan options for medical insurance
- ▶ Dental insurance
- ▶ Health Savings Account with generous IU contribution
- ▶ Life insurance, LTD, and AD&D options
- ▶ Base retirement plan contribution from IU, subject to vesting
- ▶ Additional supplemental retirement plan options
- ▶ Tuition benefit for IU classes
- ▶ 10 paid holidays per year
- ▶ Generous Paid Time Off
- ▶ Paid Parental Leave
- ▶ Employee Assistance Program (EAP)



Application Procedure and Timeline

Indiana University has partnered with Keeling & Associates, LLC, in this search process. Application materials should include a resume and a letter of interest and must be sent to recruiting@keelingassociates.com. The subject line of the email should read "IU–Director of CAPS." The review of application materials will begin immediately and will continue until the position is filled; we encourage submitting application materials by **April 3, 2023**, in order to receive full consideration.

Those interested in submitting nominations or in having a confidential discussion before applying should contact K&A Consultant Dr. Shadia Sachedina: ssachedina@keelingassociates.com.



Equal Employment Opportunity

Indiana University is an equal employment and affirmative action employer and a provider of ADA services. All qualified applicants will receive consideration for employment based on individual qualifications. Indiana University prohibits discrimination based on age, ethnicity, color, race, religion, sex, sexual orientation, gender identity or expression, genetic information, marital status, national origin, disability status or protected veteran status. Indiana University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission, as required by Title IX. Questions or complaints regarding Title IX may be referred to the U.S. Department of Education Office for Civil Rights or the university Title IX Coordinator. [See Indiana University's Notice of Non-Discrimination here which includes contact information.](#)

