

OBERLIN

COLLEGE & CONSERVATORY

Associate Director of Clinical Operations,
Counseling and Psychological Services



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

The Opportunity



[Oberlin College and Conservatory](#)—a top-ranking liberal arts college and world-class conservatory of music in Ohio—is seeking an experienced mental health clinician and emerging college counseling leader to serve as the next Associate Director of Clinical Operations in Counseling and Psychological Services (CAPS). Reporting to the Director of CAPS, the Associate Director assists in

the oversight and coordination of daily office operations and clinical management in accordance with the departmental mission, best practice standards, and ethical and legal requirements. Balancing administrative responsibilities with a reduced clinical caseload, the Associate Director provides individual client and crisis/liaison services, including regular intervention with emergency and highly acute client situations, and fosters a welcoming, student-centered, and supportive atmosphere for students. This is a full-time, 12-month position.

Competitive candidates will have direct experience as a licensed mental health clinician in a college counseling setting; a demonstrated commitment to ensuring the provision of high-quality, equitable, and accessible services that meet the needs of a diverse population; excellent organizational, interpersonal, and communication skills; and demonstrated knowledge and skill in applying forward-thinking and innovative approaches and best practices. Along with a regionally competitive salary, comprehensive benefits package, and relocation support, the College's home in the vibrant small town of Oberlin is an added perk. The city—just 35 miles southwest of Cleveland—is known for its progressive and inclusive community, rich history, environmental sustainability, and active arts and culture scene.



About Student Health and Wellbeing & CAPS

At Oberlin College and Conservatory, [Student Health and Wellbeing](#) is the primary source for health, wellness, and alcohol and drug-related health education, prevention, and harm-reduction services. Led by Assistant Vice President [Andrew Oni](#), Student Health and Wellbeing is comprised of Student Health Services, Counseling and Psychological Services, and Health Promotion and Prevention Services.

Accredited by the International Accreditation of Counseling Services (IACS), [CAPS](#) provides a wide array of services to students—including short-term therapy (individual and couples counseling), psychiatry, group therapy and support spaces, consultation, case management, community referrals, and educational outreach and workshops. Through its hybrid model, CAPS offers both in-person and virtual options, partnering with UWill to provide teletherapy services. The center's dedicated and multidisciplinary clinical team of therapists, psychologists, consulting psychiatrists, and trainees are dedicated to making care accessible and creating a safe, inclusive, and affirming environment for all students. Values of diversity, inclusion, and equity are at the core of the services provided at CAPS, along with a commitment to fostering a healthy campus community that supports individual wellbeing and academic success.



Responsibilities and Essential Job Functions

The Associate Director:

- Assists the Director in planning, administration, management, and evaluation of the Counseling and Psychological Services team, services, and operations
- Oversees the management of Titanium for users and for data management (manages user settings, collaborates with CIT and Titanium to develop and manage services such as E-Prescribing, online scheduling, and appointment reminders)
- Oversees the creation and updating of forms for students and for client documentation
- Provides ongoing supervision to front office staff
- Provides clinical supervision to unlicensed/licensed staff
- Serves as a consultant to faculty, staff, students, and parents
- Supports emergency services for CAPS during working hours and as a member of the on-call team
- Assists the Director with the development of policies and procedures in adherence to accreditation standards, policies, and local, state, and federal regulations and licensing requirements
- Assists in establishing departmental goals, objectives, policies, procedures, assessment practices, and strategic plans for services
- Supports collaboration with campus partners in creating the response to students' mental health concerns, in relation to both crisis situations and wellness/prevention
- Supports the Director in coordination, consultation, and guidance for crisis/liaison services, including intervention and post-intervention services for emergencies and highly acute critical incidents
- Maintains appropriate clinical caseload
- Performs all other related duties, as assigned



Qualifications

Required

- A master's degree in counseling, social work, or marriage and family therapy
- Supervised training and at least three years of experience in a college or university counseling center
- Experience providing clinical and administrative supervision
- Experience implementing clinical and programmatic models and outcomes
- Licensure as a mental health provider or ability to obtain licensure in the state of Ohio within 12 months of hire; applicants who hold a license in another state and who have eligibility for licensure in Ohio will also meet this requirement
- Ability to maintain confidentiality of client information obtained during care/treatment, in accordance with professional standards, HIPAA (Health Information Portability & Accountability Act), FERPA (Family Educational Rights and Privacy Act), and state regulations
- Ability to flexibly manage the professional demands of a challenging caseload while maintaining positive and healthy perspectives and relationships
- Demonstrated ability to model cultural competence, and experience working with students from underrepresented and marginalized backgrounds, including students of color and first-generation, low-income, LGBTQ+, and international students

Preferred

- Doctoral degree in Clinical or Counseling Psychology, Counseling, or Social Work is strongly preferred
- At least five years of college counseling experience and an APA-accredited internship
- Data analysis and assessment skills
- A collaborative spirit of warmth, acceptance, respect, and trust towards colleagues
- A self-motivated, self-directed commitment to high professional ideals
- Excellent oral and written communication skills
- A sense of humor is helpful and appreciated

Diversity Statement

Oberlin College is committed to the creation and nurturing of a diverse community of individuals through inclusive excellence. Diversity involves recognizing the value of differences and the inclusion of all members of the community including those that experience discrimination or under-representation. This is a core value of the organization as we strive for a culturally diverse student body, faculty, and staff that reflect the multicultural nature of the nation and our world and bring unique strengths and abilities, which contribute to our institution.

About Oberlin College and Conservatory

Founded in 1833, Oberlin College and Conservatory, an independent coeducational institution, holds a distinguished place among American colleges and universities. Oberlin was the first college to grant undergraduate degrees to women in a coeducational program and, historically, was a leader in the education of African Americans. The Oberlin community is known for its academic and musical excellence and its commitment to social engagement and diversity.

Oberlin's College of Arts and Sciences offers a rich and balanced curriculum in the humanities, social sciences, natural sciences, and mathematics and offers the perfect confluence of the theoretical and the hands-on. Enrolling over 2,200 students across 44 majors, the College of Arts and Sciences boasts an impressive student-to-faculty ratio of 11:1. In the Conservatory, a recipient of the prestigious National Medal of Arts, over 500 young musicians from nearly every state across the U.S. and dozens of countries receive world-class training from an outstanding faculty of artist-teachers; more than 180 of these students pursue a double degree.

Within this vibrant campus community, students have the opportunity to get involved in over 175 student clubs and organizations, 21 varsity sports teams, engaging research opportunities, and robust community-based learning courses, and over 75% of students study abroad or away. Within its scenic 440-acre campus (including a 22-acre nature preserve), Oberlin's facilities are unsurpassed by any school its size. The college has one of the nation's most extensive college library collections; one of the finest college art museums in the country; and first-rate facilities in music, theater arts, the natural sciences, computing, and physical education. Visit <https://www.oberlin.edu/about-oberlin> to learn more.

Living in Oberlin and Surrounding Regions

Oberlin College is an integral part of Oberlin, Ohio—a community of about 8,600 residents located 35 miles southwest of Cleveland. It was named one of Ohio's Best Hometowns by Ohio Magazine because of its historical architecture, quaint shopping and galleries, and entertainment. “Live, Learn, Lead” is the city's motto, as it strives to be a progressive and inclusive community. Explore the links below to learn more about living and working in Oberlin.

- [Experience Oberlin visitor website](#)
- [Oberlin Heritage Center](#)
- [City of Oberlin Ohio](#)
- [Lorain County community services](#)
- [Lorain County Magazine](#)
- [Northeast Ohio regional brochure](#)
- [Destination Cleveland visitor website](#)
- [Cleveland communities, neighborhoods, and suburbs](#)



Employee Benefits



As part of the total compensation package, Oberlin offers attractive benefits and access to high-quality healthcare, a large network of doctors and hospitals, and a wide range of health programs. Click on the following links to learn more:

- [Benefits overview](#)
- [Benefits summary](#)
- [Retirement plans](#)

Application Process

Oberlin has partnered with Keeling & Associates (K&A) in this search process. Interested applicants must send a resume, preferably in PDF format, to recruiting@keelingassociates.com. The subject line of the email should read “Oberlin—Associate Director.” Applications will be reviewed immediately, and all materials received by February 12, 2025, will receive full consideration; the review process will continue until the position is filled. Please address all confidential inquiries and nominations to K&A consultant LeAnna Rice at lrice@keelingassociates.com.



Oberlin College & Conservatory is an Equal Opportunity Employer committed to creating an institutional environment free from discrimination and harassment based on race, color, sex, marital status, religion, creed, national origin, disability, age, military or veteran status, sexual orientation, family relationship to an employee of Oberlin College & Conservatory, and gender identity and expression.