

Carnegie Mellon University

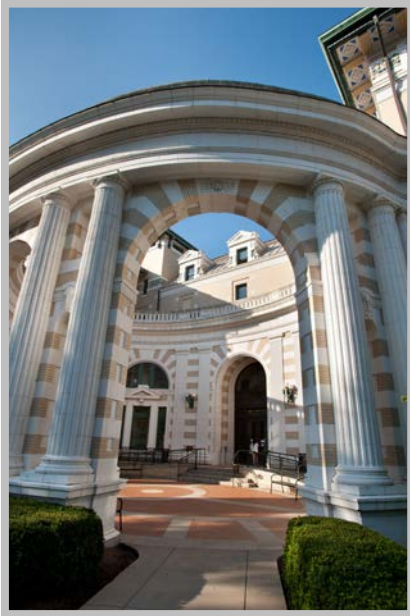
Assistant Director/Training Program Director

Executive Search Position Profile



Keeling  Associates

The Opportunity



Carnegie Mellon University (CMU) is seeking an experienced and passionate mental health professional to serve as the **Assistant Director/Training Program Director** at Counseling and Psychological Services (CaPS). Reporting directly to the Executive Director, this leadership position plays a pivotal role in fostering the development of future mental health professionals while ensuring the ongoing success and accreditation of CMU's highly regarded APA-accredited doctoral internship program. As part of the Community Health and Well-Being (CHWB) unit, CaPS is deeply committed to promoting student well-being through outreach, prevention, and high-quality clinical services.

CMU's CaPS training program has been revitalized over the last few years and is thriving with broad institutional, CaPS leadership and staff support. Its doctoral internship program was recently accredited by the American Psychological Association (initial accreditation date: October 10, 2023). The Assistant Director will oversee all aspects of CaPS' training programs, including maintaining APA accreditation, coordinating clinical supervision, and shaping policies that align with institutional needs and ethical best practices. This position also includes providing some direct clinical services, crisis intervention, and collaboration with other campus-wide mental health programming.

CMU is dedicated to fostering an inclusive and supportive environment where all students can flourish. If you are passionate about training the next generation of psychologists and contributing to the overall mental health and well-being of a diverse student body, we invite you to apply and become part of this dynamic team.



Carnegie Mellon University

About Carnegie Mellon University

Carnegie Mellon University is a highly selective global research university with more than 14,500 students, over 109,000 living alumni, and nearly 6,000 faculty and staff. Recognized for its world-class arts and technology programs, collaboration across disciplines, and innovative leadership of education in the fields of Business Administration, Computer Science, Engineering, Fine Arts, Humanities and Social Sciences, Public Policy & Information Systems, and Science, Carnegie Mellon is consistently ranked among the top 20 universities in the United States. With a main campus in Pittsburgh, the University also has campuses in Silicon Valley and other locations throughout the world.

Carnegie Mellon University is situated in the heart of Pittsburgh, a city that has reinvented itself as a hub of innovation and information and life sciences technology. The city boasts ten colleges and universities, museums, opera, ballet, a world-class symphony, and several professional sports teams. Pittsburgh is known for its diverse neighborhoods, top schools and hospitals, affordable housing, eclectic restaurant scene, lively arts and music communities, and recreation opportunities that abound in the city's more than 2000 acres of city parks and on its three rivers. Pittsburgh offers a quality of life that has been internationally recognized, prompting the city's ranking as America's most livable city in recent years.



Responsibilities

Training

- ▶ Maintain APA professional standards of the Doctoral Psychology Internship Program, including annual collection of the internship proximal and distal data, annual collection and review of feedback from all training programs, submission of Annual Report Online (ARO), and regular correspondence and report writing in accordance with timeline and requirements established by APA's Commission on Accreditation.
- ▶ Update and maintain all training related public and internal materials annually and as needed, including CaPS website, APPIC directory listing, psychology internship brochures, CaPS training manual, the telehealth training manual, training program related procedures, training seminar syllabi, etc.
- ▶ Oversee all employment related matters concerning the doctoral psychology interns, from recruitment to succession planning, following the standardized process in accordance with APPIC match process.
- ▶ Maintain and engage in regular communication with local and national psychology programs to support the operation of the training program and in accordance with APA accreditation standards.
- ▶ Coordinate, hold, and regularly track training related activities and meetings, including onboarding, orientation, farewell, training program social activities, training committee meetings, supervisors' consultation meetings, monthly meetings with psychology interns, and consultation meetings with training coordinators.
- ▶ Coordinate and consult on seminar offerings and supervision for doctoral psychology interns, practicum students, and master level social work and counseling trainees.
- ▶ Oversee and maintain all Counseling Center records pertinent to the training of Doctoral interns.



Direct Clinical Services

- ▶ Provide clinical supervision.
- ▶ Provide individual and group psychotherapy for undergraduate and graduate students.
- ▶ Provide crisis intervention services including being part of the on-call after hours rotation and back-up triage services.
- ▶ Conduct individual/group counseling, mental health workshops and consultations.
- ▶ Maintain small client caseload.

Responsibilities (continued)

Clinical Documentation

- ▶ Maintain clinical records and necessary statistics of psychotherapeutic and other client contacts, in compliance with ethics, law, and standard processes.

Outreach and Consultation

- ▶ Offer outreach programming to the campus community.
- ▶ Consult with students, faculty and staff, and families and parents and other providers regarding mental health issues or concerns.

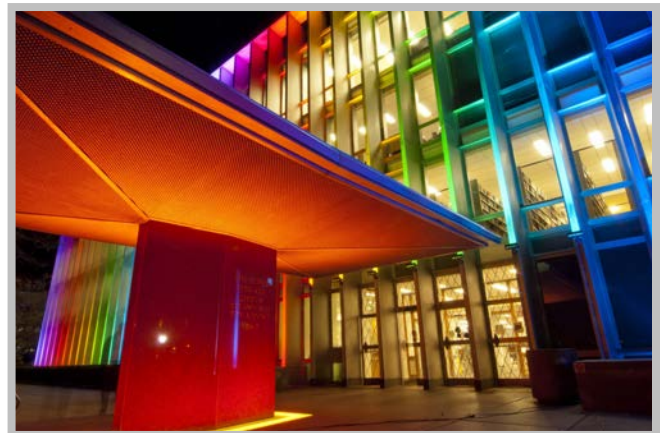
Professional Development

- ▶ Attend the yearly Association of Counseling Center Training Agencies (ACCTA) conference.
- ▶ Participate in department, divisional, and other University committees as assigned.
- ▶ Attend and participate in regular CAPS staff meetings, case conferences, and in-service/professional development training.
- ▶ Maintain all relevant ethical, legal, and professional standards of practice for Psychologists in the state of PA.
- ▶ Maintain licensure as a psychologist within the state of PA.



Required Qualifications

- ▶ Doctorate in Counseling or Clinical Psychology.
- ▶ Must be licensed as a psychologist for at least two years, and must be licensed in the state of Pennsylvania within 6 months of beginning this position.
- ▶ Experience with policy and procedure design, implementation, evaluation, and revision.
- ▶ Experience with crisis intervention, risk assessment, and management of potentially high-risk clients.
- ▶ Demonstrated effectiveness in working in a higher education context with students from a wide range of backgrounds.
- ▶ Demonstrated effectiveness in the provision of administrative and clinical supervision.
- ▶ Ability to use standard methodologies and evidence-based research to ensure high quality care for culturally diverse individuals and groups.
- ▶ Demonstrated ability to develop and maintain strong communication with all CAPS Staff to build a community of equity, inclusion, and excellence.
- ▶ Understanding of organizational systems and the ability to work collaboratively and creatively with individuals from a wide range of backgrounds and professional fields.



Preferred Qualification

- ▶ Previous experience serving as the training director for doctoral psychology internship program.

Knowledge, Skills & Abilities

- ▶ Knowledge of federal, state and local laws, statutes, regulations, codes, and standards related to the delivery of mental health services.
- ▶ Knowledge of mental health and wellness issues in the college student population, including undergraduate, graduate and international students.
- ▶ Excellent verbal and written communication skills.
- ▶ Ability to work collaboratively and build strategic relations with a diverse group of colleagues, vendors, and other stakeholders.
- ▶ Ability to think critically and creatively about clinical and administrative problems, have a high standard of integrity, and be motivated to incorporate best practices into CaPS.
- ▶ Ability to plan, coordinate, roll out, evaluate and revise the implementation of new systems, procedures, and programs.
- ▶ Ability to effectively manage the work of others by providing information, guidance and motivation.
- ▶ Ability to inspire others, remain calm under duress, and demonstrate flexibility/adaptiveness in the face of complex problems and unforeseen challenges.



Compensation and Benefits

- ▶ The anticipated salary range for this position will be \$100,000 - \$106,000.
- ▶ Comprehensive medical, prescription, dental, and vision insurance.
- ▶ Retirement savings program offering a generous employer contribution.
- ▶ Tuition benefits.
- ▶ Ample paid time off and observed holidays.
- ▶ Life and accidental death and disability insurance.
- ▶ Free Pittsburgh Regional Transit bus pass.
- ▶ Family Concierge Team to help navigate childcare needs.
- ▶ Fitness center access.

Application Instructions

Keeling & Associates, LLC is pleased to be supporting Carnegie Mellon University for this search. Applications should include a cover letter clearly addressing the position requirements, and a resume/curriculum vitae. Materials must be sent, preferably as PDFs, to recruiting@KeelingAssociates.com with subject heading "CMU Assistant Director." Review of candidates will begin immediately and continue until the position is filled.

Confidential inquiries and nominations should be addressed to LeAnna Rice, Vice President and Senior Consultant for Executive Search, at lrice@keelingassociates.com.

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, pregnancy or related condition, family status, marital status, parental status, religion, ancestry, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Carnegie Mellon University

Carnegie Mellon University has been a birthplace of innovation since its founding in 1900.

Today, CMU is a global leader bringing groundbreaking ideas to market and creating successful startup businesses. Our award-winning faculty are renowned for working closely with students to solve major scientific, technological and societal challenges. We put a strong emphasis on creating things — from art to robots. We have become a model for economic development in forming partnerships with companies such as Uber, Google and Disney. Our students are recruited by some of the world's most innovative companies.

“My Heart is in the Work.”

Andrew Carnegie, Founder
November 15, 1900

16,335
STUDENTS

Graduate	36% U.S.	64% International	8,731
Undergraduate	77% U.S.	23% International	7,604

1,586
FACULTY

84% U.S. 16% International

127,691
ALUMNI (ACTIVE)

84% U.S. 16% International

GLOBAL COMMUNITY

- Students representing **126** countries
- Faculty representing **63** countries
- Alumni representing **150** countries



#21 in **NATIONAL UNIVERSITIES**
U.S. News & World Report, 2025



#24 **UNIVERSITY IN THE WORLD**
Times Higher Education World University Ranking, 2024



#1 **ARTIFICIAL INTELLIGENCE**
U.S. News & World Report, 2025



#1 **CYBERSECURITY**
U.S. News & World Report, 2025



#1 **SOFTWARE ENGINEERING**
U.S. News & World Report, 2025



#1 **MOBILE/WEB APPLICATIONS**
U.S. News & World Report, 2025



#1 **MANAGEMENT INFORMATION SYSTEMS**
U.S. News & World Report, 2025

Keeling & Associates

Executive Search Contact:

LeAnna Rice, MA

Vice President and Senior Consultant

lrice@keelingassociates.com



<https://www.linkedin.com/company/keeling-&-associates-llc/>

www.keelingassociates.com

212-229-4750

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