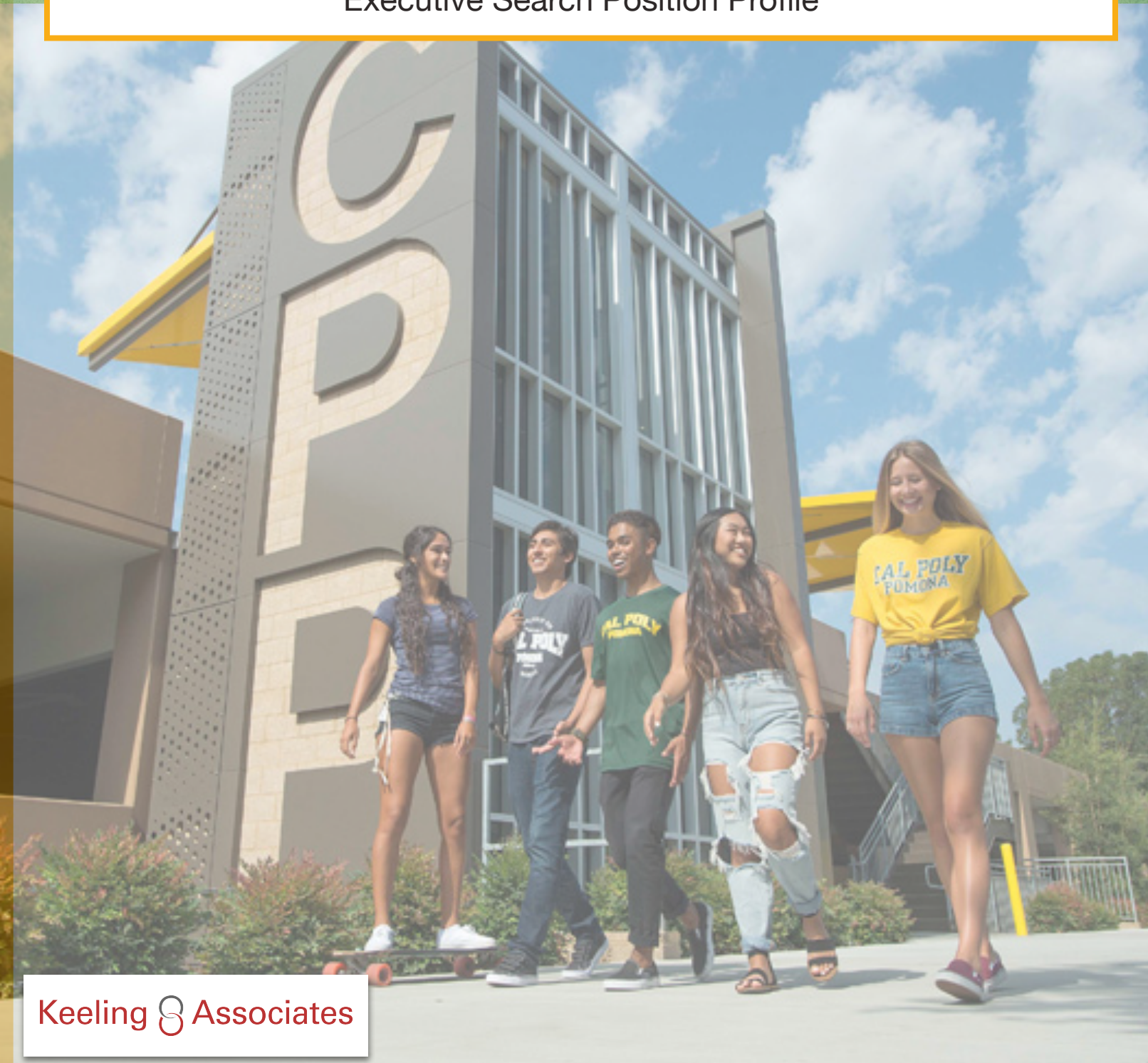




Cal Poly
Pomona

Director of Counseling & Psychological Services

Executive Search Position Profile



The Opportunity

California State Polytechnic Pomona (Cal Poly Pomona), a nationally ranked and innovative public university known for its hands-on, real-world education, invites nominations and applications for the position of **Director of Counseling & Psychological Services (CAPS)**. This is an excellent opportunity for an experienced and student-centered mental health leader to guide a dedicated team of professionals serving a diverse and vibrant student body. Cal Poly Pomona seeks a director who will champion a culture of inclusion, transparency, and equity; strengthen alignment between the division and CAPS and Survivor Advocacy Services (SAS); balance accountability with compassion; and foster team cohesion and a shared commitment to holistic student well-being.

Reporting to the Senior Associate Vice President for Equity and Belonging, the director will provide strategic leadership and clinical oversight for mental health services for approximately 26,000 students.

The successful candidate will be a visible and engaged campus partner, offering significant clinical experience, skills in organizational development and change management, current college mental expertise, and an established record of effective leadership and supervision.

Position Summary:

The Director of Counseling & Psychological Services (CAPS) will provide direct oversight for a team of over 10 clinicians, two survivor advocates, administrative staff, and an associate director.

In addition to the above job duties, the Director:

- ▶ Provides overall administration and strategic direction of the Counseling and Psychological Services (CAPS) and Survivor Advocacy Services (SAS)
- ▶ Assesses CPP's student counseling and survivor advocacy needs to develop and facilitate each unit's services and programs
- ▶ Engages in personnel management and fiscal planning
- ▶ Innovates, designs and implements programs and services designed to specifically support the goals of the Division of Student Affairs
- ▶ Formulates, implements, and evaluates policies and procedures
- ▶ Manages and oversees the departmental budget
- ▶ Prepares annual reports and handles special projects
- ▶ Provides clinical supervision for non-licensed counselors
- ▶ Involved in development of campus-wide policies and procedures regarding student health and wellbeing needs



Requirements

Required Education and Certifications

- ▶ Master's degree in psychology or a related field
- ▶ Must be a fully licensed mental health clinician in good standing with the state of California. Acceptable credentials include: Licensed psychologist, LCSW, LMFT, and/or LPCC
- ▶ Valid CA Driver's License



Required Experience and Skills

- ▶ Minimum of three years of successfully leading a university counseling center or mental health organization in a similar setting of comparable scale and complexity; including experience supervising a diverse team of professionals of licensed and unlicensed clinicians
- ▶ Demonstrated expertise with clinical mental health models, accreditation standards, and policy and procedures related to the field of psychology
- ▶ Knowledge and experience with integrated with health and wellbeing models
- ▶ Evidence of success in supervising and evaluating employees, resolving conflicts, and encouraging team cooperation among diverse staff
- ▶ Background in developing and facilitating programs, outreach services, consultation, and mediation interventions
- ▶ Expertise and/or experience in crisis intervention and working with a broad range of presenting problems and constituencies
- ▶ Skill in data collection, needs assessment, and analyzing metrics to assess effectiveness and improve quality of services
- ▶ Robust and culturally responsive clinical skills that meet the needs of a multicultural, multigendered, and multi-aged clientele; ability to use these skills in a variety of situations within their leadership
- ▶ Superior oral and written communication skills; including demonstrated ability to develop effective oral presentations, facilitate an open exchange of ideas, and write clear and concise notes, documents, and reports
- ▶ Superior interpersonal skills and the ability to collaborate with and respond to multiple constituencies and make meaningful connections at all levels of an organization
- ▶ Demonstrated ability make independent decisions, exercise sound judgment, and to multi-task and set priorities

About CAPS

Counseling and Psychological Services (CAPS) at **Cal Poly Pomona** is a confidential, comprehensive, short-term mental health facility with licensed mental health clinicians/therapists who provide basic clinical services, as defined by California State University's Executive Order No. 1053. Basic clinical services entail short-term individual, group and couple psychotherapy services; crisis intervention and critical incident debriefing services; outreach services, such as psychoeducational tabling, workshops and presentations; consultation on student mental health issues to the campus community; and referral services for proper mental health treatment. Services are available to currently enrolled Cal Poly Pomona students only, and who have paid the mandatory student health fee. We offer both in-person and telehealth services for our campus community.

The mission of Counseling and Psychological Services at Cal Poly Pomona is to advance student success by promoting community wellness, removing psychological barriers, facilitating self-awareness, and cultivating the personal strengths of Cal Poly Pomona students through culturally relevant mental health services designed to transform their personal, social, and academic lives. Counseling and Psychological



About Cal Poly Pomona

Ranked one of the best public universities in the West by U.S. News & World Report, Cal Poly Pomona is also nationally ranked for helping students achieve economic success and noted as the tenth most diverse in the nation. Known for its polytechnic identity and learn-by-doing approach to education, the university recognizes that students who solve classroom problems today have an advantage as employees solving real-world problems tomorrow. Faculty in all disciplines apply theory to practice, providing students numerous opportunities to use their knowledge in hands-on projects, research collaborations, and valuable internship and service-learning programs.

Cal Poly Pomona, which is located on 1,438 acres in Los Angeles County, offers a valuable blend of affordability, access and academic excellence, which helps low-income students reach personal, career and financial success. It is consistently ranked as one of the best college investments in the country. To learn more about Cal Poly Pomona, please visit: <https://www.cpp.edu/index.shtml>

Only at Cal Poly Pomona

Founded in 1938, Cal Poly Pomona has grown into a top-ranked public university where our unique **agricultural heritage** meets **economic growth** and **urban vitality**. Our rich history is unlike that of any other institution in Southern California. Nowhere else can students ride an Arabian horse, design and construct an award-winning Rose Float or launch a liquid-fueled rocket into space.



RANKINGS

#2

Top Public Schools in the West
U.S. News & World Report, 2023

#7

Best Public Colleges in U.S.
Money, 2020

#15

Best Value College in U.S.

(ranked just behind Harvard and ahead of UC Berkeley, UCLA, CalTech)
Money, 2020

GENDER

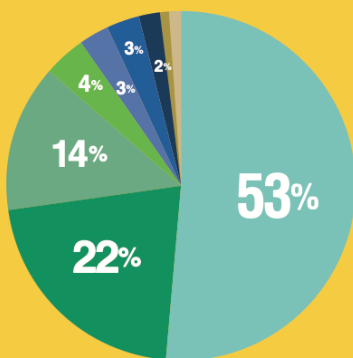
♂ 54%
Male

♀ 46%
Female

⚡ 1%
Non-binary

ETHNICITY

- Hispanic/Latino/a/x 53%
- Asian 22%
- White 14%
- Two or More Races 4%
- Black/African American 3%
- Unknown 3%
- U.S. Nonresident 2%
- Native Hawaiian or Other Pacific Islander Less than 1%
- American Indian or Alaskan Native Less than 1%



OVER 100
ACADEMIC PROGRAMS

27,173
TOTAL STUDENTS

91%
UNDERGRADUATE

83%
FULL-TIME

57%
FIRST GENERATION
IN FAMILY TO ATTEND

23
AVERAGE AGE



MASCOT: BILLY BRONCO

NCAA DIVISION II ATHLETICS WITH 11 TEAMS

○ #1 Polytechnic University for
Diversity and Economic
Mobility



Cal Poly Pomona

Application Process

Cal Poly Pomona has partnered with Keeling & Associates (K&A) in this search process. To be considered for this position, all candidates must submit an official application through the Cal Poly Pomona Careers site at <https://careers.cpp.edu/en-us/job/549294/director-counseling-and-psychological-services>.

Confidential inquiries and nominations should be addressed to LeAnna Rice at Lrice@keelingassociates.com. A confidential review of applications will begin immediately and will continue until the appointment is made. All materials submitted by **September 8, 2025** will be given full consideration.

A complete application package will include:

- ▶ A letter of interest addressing how the candidate's experiences match the position requirements
- ▶ A current CV/resume



Compensation and Benefits

The anticipated hiring range for this position will be \$150,000-\$161,708 annually, commensurate with qualifications and experience.

The CSU system offers employees a comprehensive benefits package typically worth 30-35% of your base salary. For more information on programs available, please see the Employee Benefits Summary.

- ▶ **Generous Leave Benefits:** Enjoy 15 paid holidays, 24 vacation days, and 12 sick days per year.
- ▶ **Retirement Security:** Benefit from a CalPERS defined benefit pension plan, with reciprocity with the UC Retirement Plan, plus retiree healthcare benefits.
- ▶ **Comprehensive Health Coverage:** Access a variety of health, dental, and vision plans at no or low cost to you.
- ▶ **Educational Opportunities:** Take advantage of the California State University system fee reduction program for yourself or a qualified dependent.
- ▶ **Voluntary Benefits:** Opt into additional benefits like Auto & Home Insurance, Life and Disability



Equal Opportunity and Excellence in Education and Employment

Consistent with California law and federal civil rights laws, Cal Poly Pomona provides equal opportunity in employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin. Our commitment to equal opportunity means ensuring that every employee has access to the resources and support they need to thrive and succeed in a university environment and in their communities. Cal Poly Pomona complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California's Proposition 209 (Art. I, Section 31 of the California Constitution), other applicable state and federal anti-discrimination laws, and CSU's Nondiscrimination Policy. We prohibit discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of discrimination, harassment, and retaliation in all university programs, policies, and practices.

Keeling Associates

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



www.keelingassociates.com



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