

Job Title: Clinical Mental Health Counseling (Full-time Non-Residential)
FLSA Classification: Exempt
Reports to: Dean, College of Arts and Sciences (SAS)

Position Goal:

The goal for each member of the University of the Southwest's campus community is to consistently live the principles of the mission of the University. The USW mission is as follows:

University of the Southwest is a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative.

- Teaching at the University of the Southwest adheres to belief in God, in the Bible as the inspired Word of God, in Jesus Christ as the Son of God, and in the separation of church and state.
- University of the Southwest strives for excellence in academic curriculum, campus life programming, and student activities in a supportive educational community where freedom of thought and expression is honored and the demonstration of faith in acts of service is encouraged.
- At University of the Southwest, students are instructed and mentored by faculty and staff who demonstrate Christ-centered values and maintain an environment where students can live and work cooperatively, valuing the multiples cultures from which they come; and
- As a community of initiative, University of the Southwest challenges graduates to become enterprising members of our society contributing to the common good by advocating and participating in the productive commerce of free enterprise, the constitutional privilege of self-government, and the practical contributions of community service.

Position Summary:

The College of Arts and Sciences (CAS) is seeking a qualified candidate for a full-time, non-resident faculty position. A full-time, non-resident faculty member in CAS supports and advances the University's mission by providing expertise and experience in clinical mental health counseling, and promoting the academic achievement and personal development of students. The courses in clinical mental health counseling are offered in an online format to students working toward master's degrees in clinical mental health counseling.

Essential Functions:

1. Teach 24 semester credit hours each academic year, demonstrating excellence in teaching, scholarly activity, professional development, and willingness to teach using traditional and online distance education technologies.
2. Cooperate with, and assist Individual Program Director in areas of recruitment, advising, and program development as requested by Director.
3. Maintain the highest level of professional ethics in accordance with the standards of the counseling profession.

4. Maintain highest level of professional licensure in New Mexico as full-time resident faculty member, and respective state appropriate licensure as full-time non-resident faculty member.
5. Serve as a model for Counseling/Counselor Education Program faculty, staff and students in all areas of university service and service to the profession in accordance with the standards of the American Counseling Association and CACREP.
6. Serve on departmental and university committees (resident faculty only).
7. Meet and facilitate all scheduled courses/classes.
8. Maintain the number of on-campus office hours each week as required by policy that meet the needs of the students (resident faculty only).
9. Organize and inform students of course content, texts, readings, assignments, attendance/participation, methods of evaluation/assessment, including grading scales.
10. Assist in conducting program review and assist Individual Program Director in making data-driven decisions for continuous improvement.
11. Assist in accreditation activities as assigned by the individual Program Director in support of the Higher Learning Commission and/or CACREP accreditation guidelines with regard to student academic achievement, (assessment) and student success on learning outcomes (institutional effectiveness).
12. Submit final course grades to Registrar's office by the established deadlines each term.
13. Encourage and support professional and scholarly activity among students.
14. Attend departmental and university meetings.
15. Participate in professional development opportunities.
16. Assist the Individual Program Director to develop and participate in efforts to recruit, retain, and graduate students.
17. Ensure ADA compliance within classes assigned.

Other Responsibilities:

1. Perform other related duties as assigned.
2. Participate in campus activities (Residential Faculty).

Education Experience and Skills Required:

1. Doctorate degree in Counselor Education from a CACREP-accredited doctoral program.
2. Must possess a New Mexico professional counselor license, or be eligible to become licensed within the first year of teaching.
3. Possess a variety of work-related skills (e.g., time management skills, collegiality, collaboration, task completion, strong written/oral/technology skills, etc.).
4. Ability to multi-task, embrace change, organize, and prioritize.
5. Possess effective interpersonal skills.

Education Experience and Skills Preferred:

1. University-level teaching experience.
2. Experience in a professional setting.

3. Preferred experience with or knowledge of CACREP standards. Including ability to assist in assessing program curricula, program outcomes, student learning outcomes and evaluating operational policies and procedures for the program.

The undersigned acknowledges that he/she has read and comprehends this job description. Further, the undersigned affirms his/her understanding that the responsibilities, expectations, and requirements itemized above are only intended to be a general description of the job, and should not be construed to represent an exhaustive, all-inclusive description of the position duties and requirements. University of the Southwest reserves the right to modify this job description at the University's discretion.

By his/her signature, the undersigned agrees to perform, to the best of his/her abilities, the position provided for in this job description.

Employee Signature

Date

Supervisor Signature

Date