

Westminster College
POSITION VACANCY

Director of Clinical Counseling Services - Wellness Center

Department: Student Affairs

Contract Term: 10-month administrative position (August–May). **For this hiring cycle only, the anticipated start date is July 15, 2026, to allow for onboarding prior to the start of the standard contract period.**

Salary: Commensurate with knowledge and experience

Summary of Position

The Director of Clinical Counseling Services is a 10-month administrative leadership role reporting to the Associate Dean for Student Well-Being. The Director provides vision and oversight for the clinical, administrative, and educational functions of Counseling Services at Westminster College.

The Director ensures the delivery of high-quality, ethical, and inclusive mental health services; provides direct clinical counseling; supervises professional staff and trainees; leads crisis response efforts; and collaborates with campus and community partners to advance student well-being and continuity of care. This position becomes vacant at the end of the Spring 2026 semester, and the new Director will begin onboarding in mid-July.

Detailed Position Responsibilities

Leadership & Administration

- Provide strategic leadership and oversight for Counseling Services, including supervision of staff counselors and counseling interns/trainees.
- Develop, maintain, and update policies, procedures, and protocols that ensure compliance with professional standards, applicable laws, and ethical guidelines.
- Lead ongoing evaluation of counseling services and campus mental health needs; implement strategies for continuous quality improvement.
- Represent Counseling Services and the Wellness Center on campus and community committees and task groups.
- Support divisional and institutional initiatives, including orientation, admissions events, student engagement programs, and student organization advising.

Clinical Services

- Provide limited, short-term counseling to currently enrolled students through individual and/or group sessions.

- Design and facilitate therapeutic/support groups as needed.
- Conduct case consultations with staff and trainees, and oversee processes for referrals and continuity of care.

Supervision & Training

- Provide clinical supervision and professional development for counseling staff and interns, including guidance in licensure processes when applicable.
- Cultivate a supportive environment that promotes ethical practice, skill development, and reflective supervision.

Crisis Response & Case Management

- Oversee crisis intervention services and emergency response protocols.
- Coordinate with campus partners, emergency services, and other stakeholders during crisis situations.
- Ensure effective follow-up, safety planning, and documentation.

Campus & Community Collaboration

- Collaborate with faculty, medical providers, and other campus professionals to support holistic student care.
- Maintain and strengthen relationships and Memorandums of Understanding (MOUs) with community mental health providers, hospitals, crisis services, and relevant agencies.
- Ensure efficient referral processes and expanded access to care for students with needs beyond the scope of campus services.

Outreach & Education

- Develop and implement outreach programs, workshops, and educational initiatives that promote mental health, wellness, and resilience.
- Create and disseminate mental health and wellness information using print and digital media.

Minimum Qualifications

- Master's degree in clinical counseling, social work, or a closely related field.
- Current licensure as an LPC or LCSW
- Three to five years of progressive clinical experience with demonstrated effectiveness working with college-age populations.
- Familiarity with and willingness to learn and use Electronic Medical Record (EMR) systems.

- Strong interpersonal communication skills, including oral, written, listening, and presentation skills.
- Supervisory experience, including direct oversight of professional staff, interns, or trainees.

Preferred Qualifications

- Experience in a college or university counseling center.
- Training in trauma-informed care, crisis intervention, or specializations relevant to student populations.
- Experience with program assessment, data-informed decision making, or wellness programming.

Application Process

Review of applications will begin immediately and continue until the position is filled. Priority consideration will be given to applications received by **March 20th**. Required materials include a cover letter, résumé/CV, and contact information for three professional references. Submit application materials to Melissa Baron at baronmm@westminster.edu

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