



Human Resources

Job Title: Visiting Professor, Master of Arts in Counseling Program	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: Director and Associate Professor, Division of Graduate and Professional Studies	Location: Premont Hall
Department: MAC	Division: Graduate and Professional Studies
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

PRIMARY PURPOSE OF POSITION

The primary purpose of this position includes teaching, scholarship, and service commensurate with the Visiting Professor rank. Teach a full load (4/4) in fall and spring; summer work may be available. Supervision of internships, academic advising, service on university committees, scholarly production, and other responsibilities expected of contracted faculty.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teach graduate level counseling classes
- Provide academic advising to counseling students
- Support the community counseling clinic
- Serve in the role of practicum and internship coordinator
- Support the Marriage, Couples and Family counseling track in the MAC program
- Contribute to all MAC program functions such as curriculum development, CACREP assessment processes, etc.

QUALIFICATIONS

- Education – PhD in Counselor Education and Supervision (CACREP accredited preferred)
- Experience – In teaching counseling courses in a masters degree in counseling CACREP accredited program, supervision of clinical skills and site experiences, management of a community serving counseling clinic
- Professional Certification – LPC or LMFT
- Specialized knowledge – CACREP standards, community counseling clinic processes and procedures, coordination of practicum and internships
- Skills – strong interpersonal skills, effective communication both written and verbal in working with various agencies
- Other characteristics such as personal characteristics – ability to collaborate and

work collegially with colleagues within the MAC program and across campus.

WORKING CONDITIONS

SCHEDULE: This is an exempt position and your expected work schedule is Monday through Friday. As an exempt employee your schedule may vary based on the number of hours needed to meet the job responsibilities. The individual holding this essential services position will need to be available early morning, evening and weekends to meet the needs of the University.

PHYSICAL REQUIREMENTS

Physical strength/endurance to enable him/her to perform/participate in the following activities:

- Physically able to lift various materials up to 25 pounds on an occasional basis.
- While performing required job tasks, physically able to bend, crouch and reach continuously.
- While performing required job tasks, physically able to remain seated, frequently to continuously.
- While performing required job tasks, physically able to remain standing up to 15% of the time.
- Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.
- Ability to live in France and travel both by car and plane for University business.

SUPERVISORY RESPONSIBILITIES

SUPERVISION RECEIVED: General administrative direction from the Director and Associate Professor, Division of Graduate and Professional Studies.

SUPERVISION EXERCISED: General and functional supervision of clerical workers.

EXPECTATIONS

The incumbent is expected to have or possess:

- Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business or educational reasons.
- Have the ability to exercise and apply sound judgment and decision making skills as well as the ability to maintain integrity and confidentiality of data.
- Demonstrates a commitment to developing and maintaining academic programs of distinction serving a variety of students and holds an educational philosophy consistent with a liberal arts emphasis of the lifelong learner and St. Edward's Mission Statement.
- Plays an active role in the maintenance of academic standards and in the development of educational policy and of curriculum areas within the discipline including the initiation and development of subject material.
- Has a thorough knowledge of instructional educational methods and techniques. Coordinate, plan, organize, and instruct courses as assigned.
- Have the ability to teach the course material in ways that maximize student learning.

- Employ appropriate teaching and learning strategies to communicate subject matter to students.
- Utilize available instructional technology, i.e. the Internet and other interactive technology, when appropriate.
- Create a learning environment that is safe, respectful and interesting as well as fair for students from various cultural backgrounds, gender identities, races, ability levels, and developmental needs.
- Leads rigorous, inquiry-based learning tasks to engage students in deep content exploration as well as the habits of scholarship.
- Solid knowledge of Microsoft Office, on-line teaching modalities and have the self-motivation and the ability to stay current with emerging office technologies.
- Exemplary customer skills, including dealing effectively with the students, faculty, staff, and general public both in person and over the telephone.
- Ability to establish and maintain effective working relationships with associates, colleagues, students and members of the University staff.
- Ability to relate professionally and positively in a stressful environment.
- Possess the ability to communicate accurate information related to curriculum, academic and operational policies and procedures.
- Strong organizational skills and the ability to work well under pressure and to meet deadlines.
- Able to effectively coordinate activities and schedules; develop and recommend office procedures and systems; ensure smooth admissions operations.
- Confer regularly with immediate supervisor, other department/University personnel, and/or various firms/organizations/individuals external to the University to exchange information and resolve problems.
- Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
- Ensures policies, procedures, and best practices are followed and adheres to all policies and procedures established by St. Edwards University.

This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.

Employee (Print Name): _____ Date: _____

Employee (Signature): _____ Date: _____

HR OFFICE USE ONLY:	
Approved by:	<i>Signature of the person with the authority to approve the job description</i>

Printed Name of Approver:	<i>Printed name of the person with the authority to approve the job description.</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>