

|  |  |
| --- | --- |
| **Job Title:**  Assistant Professor | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)*   * Exempt ☐Nonexempt |
| **Reports to:**  Dean, School of Behavioral and Social Sciences | **Location:**  The School of Behavioral and Social Sciences |
| **Department:**  Department of Counseling | **Division:** |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** *(EEO & Equal Pay Act of 1963 Guidelines)* |

**PRIMARY PURPOSE OF POSITION**

St. Edward’s University, a nationally ranked, independent Catholic university and Hispanic Serving Institution (HSI) invites applications for a 9-month, tenure- track position as an Assistant Professor in the Department of Counseling, beginning August 2023.

St. Edward’s is characterized by its commitment to the Holy Cross educational mission to educate the hearts and minds of a diverse student body that is deeply committed to social justice. The successful candidate will serve as a core faculty member and teach a variety of courses in the Masters in Counseling (MAC) program. The MAC program comprises two CACREP accredited specializations - clinical mental health counseling (CMHC) and marriage, couples, and family counseling (MCFC).

St. Edward’s University embraces excellence through diversity and especially encourages applications from women and members of underrepresented racial, ethnic, sexual, and gender minority groups. Candidates should demonstrate a commitment to supporting a diverse student body.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Candidates should have the interest and ability or potential to teach graduate courses within the counseling curriculum and support a diverse student body.

Responsibilities include:

-Teaching, professional development, and service commensurate with the Assistant Professor rank. Tenure-track faculty are expected to teach a full load (4/4) in CACREP core and counseling specialty areas in the fall and spring. Summer teaching is available.

-Supervision of field experience

-Development of courses

-Academic advising

-Service on university committees

-Professional development

-Other responsibilities as outlined in the Faculty Manual. (MUST BE ON ALL JOB DESCRIPTIONS)

**QUALIFICATIONS**

# Required Qualifications:

* An earned doctorate (Ph.D.) in Counselor Education and Supervision from a
* CACREP-accredited program. ABD candidates will be considered but must
* complete degree requirements by the appointment date (August 2023).
* University teaching experience in counseling.
* Licensed or eligible for LPC and/or LMFT in Texas.
* Demonstrated ability to teach courses across the CACREP curriculum in the
* Master of Arts in Counseling (MAC) program.
* Demonstrated commitment to enhancing diversity in academia, and social
* justice, fostering the university’s global initiative and supporting strategic
* priorities.

# Preferred Qualifications:

* Licensed or eligible as an LMFT in Texas.
* Demonstration of a strong marriage and family counseling identity and the
* ability to teach in the Marriage, Couples, and Family Counseling (MCFC)
* specialization.
* Postdoctoral experience teaching in a CACREP-accredited program.
* Knowledge of CACREP-accredited counseling programs.
* Experience in clinical supervision.

*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:** | *Signature of the person with the authority to approve the job description* |
| **Printed Name of Approver:** | *Printed name of the person with the authority to approve the job description.* |
| **Date approved:** | *Date upon which the job description was approved* |
| **Reviewed:** | *Date when the job description was last reviewed* |