



## **Program Site Coordinator and TT Assistant Professor**

### **Master of Science Clinical Counseling Program**

**Columbia, Missouri**

#### **GENERAL SUMMARY:**

The program site coordinator and advisor has a major responsibility for developing the CMU's MSCC program at the Columbia, Missouri location. They are expected to teach 3 classes a semester for fall and spring and two classes in the summer. They are also expected to continuously work to expand and improve the candidate's practicum and internship site selections. This is a tenure-track position with an emphasis in teaching. Faculty will serve students in the Columbia area and support extended network which currently includes Park Hills, Sedalia, Columbia, and Fayette. Some travel to Fayette, Sedalia, and St. Louis. The position will begin in the Spring 2018 semester.

#### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

##### **Program Administration:**

- In collaboration with MSCC Director, maintain program requirements in conjunction with the Missouri state statutes and regulations for Licensed Professional Counselor preparation, the regulations of Central Methodist University, and the directions of the MSCC Director, the CMU Director of Graduate Studies and the Vice President of CMU.
- Communicate significant professional changes and program expectations from professional organizations, state licensing authorities, and accreditation bodies to on-site staff, faculty, and students.
- Provide oversight of the practicum and internship coordinator function and oversight of practicum and internship sites and placement.
- Coordinate with MSCC Director in scheduling site curriculum.

##### **Program Development:**

- Stay current on professional trends by attending and participating in professional organizations.
- Continually assess program to assure it is offering the right type and quality of instruction to students in accordance with professional standards.
- Coordinate with MSCC Director to assure there is a systematic process, at least annually, for students, staff, faculty, and site supervisors to evaluate the program and to use those evaluations to inform program modifications.

**Faculty Recruitment/Selection/Maintenance/Evaluation:**

- Collaborate with MSCC Director, MSCC Assistant Director, Regional Dean, CMU Public Affairs Office, Site Coordinator, and MSCC staff/faculty to find qualified faculty and facilitate employment with the MSCC program.
- Assist in correspondence with candidates both verbally and in writing regarding selection status.
- Actively participate in faculty informational meetings with candidates and applicant interviews, ready to assume leadership of session and representing the interests and mission of CMU.
- Assist in decisions regarding faculty selection by reading candidate information profiles to determine proper match and by discussing qualifications of faculty candidates and making recommendations regarding selection.

**Student Recruitment/Selection/ Advisement / Evaluation:**

- Collaborate with MSCC Director, Regional Dean, the CGES Admissions Office, CMU Public Affairs Office, Site Coordinator, and MSCC staff/faculty to find qualified students and facilitate their entry into the MSCC program.
- Actively participate in student recruitment through recruitment trips and meetings, interviewing prospective students, telephoning and/or emailing prospective students and reviewing candidate application materials.
- Serve on selection committee to make recommendations for student admissions.
- Coordinate with MSCC Director to develop and maintain a new-student orientation at the beginning of each AY on Coordinator's site.
- Serve as primary student advisor for all MSCC students at site and advise IAW advising guidelines.
- Maintain student records including admission documents, transcripts from former schools, program plan and grades.
- Maintain class records for each cohort.
- Serve on faculty committee that meets at least annually to conduct a systematic developmental assessment of each student's progress throughout the program.
- Implement remediation of students referred by faculty committee and assist student transition out of the program when deemed appropriate by committee.
- Participate in graduation ceremony.

**Teaching:**

Teach, at a minimum, eight courses per year. Develop and maintain competence with distance learning technology.

**Practicum/Internship Oversight:**

- Maintain appropriate paperwork for practicum/internship experiences.
- Promote the MSCC program to appropriate sites within 1 hour range of MSCC program.

- Convey the purposes, objectives, and requirements of practicum/internship sponsorship to potential and committed site supervisors.
- Assure that Practicum/Internship instructors communicate with established and potential practicum/internship sites at appropriate times for the purpose of administration and assistance.
- Facilitate a practicum/internship orientation 1 semester before practicum/internship experiences begin.
- Work with faculty practicum and internship instructors to assure paperwork deadlines are known and met. Assure that Practicum/Internship instructors collect and turn in all practicum and internship application materials and ensure that each student's file contains a practicum/internship contract, proof of liability insurance, and performance reviews.

### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

Ph.D. in Counseling Education from a CACREP-accredited program only. Counseling experience required LPC preferred.

Consideration will be given to experience in teaching, counseling, clinical supervision of counselors in training, and eligibility as a Licensed Professional Counselor in Missouri is also required.

### **PHYSICAL REQUIREMENTS:**

Must be able to speak clearly and audibly in a classroom setting.

### **OTHER INFORMATION AND ATTRIBUTES:.**

- Maintain appropriate paperwork for practicum/internship experiences.
- Promote the MSCC program to appropriate sites within 1 hour range of MSCC program.
- Convey the purposes, objectives, and requirements of practicum/internship sponsorship to potential and committed site supervisors.
- Maintain a detailed list of approved practicum/internship sites within 1 hour of MSCC program sites.
- Assure that Practicum/Internship instructors communicate with established and potential practicum/internship sites at appropriate times for the purpose of administration and assistance.
- Evaluate sites based on feedback from candidates, faculty, and administrators and report finding to MSCC Director.

CMU employees provide collegial, collaborative contributions to their areas and the University as a whole. They should stimulate a harmonious, productive and inviting work environment that is customer service oriented. Each must maintain a commitment to the mission and purposes of Central Methodist University.

Candidates should submit an application, cover letter, and resume to Human Resources at [HR@centralmethodist.edu](mailto:HR@centralmethodist.edu).