



The College at Brockport
State University of New York
Office of Human Resources
Job Description Form

Use For Professional/Clerical/Faculty

Agency: 28150

****Refer to the Guide to Writing a Job Description for assistance completing this form****

Date:	September 9, 2017
SUNY Budget Title/ Salary Level or Grade:	Tenure Track Assistant Professor Faculty
Local Title (if different):	
Department:	Counselor Education
Supervisor Name, Title and phone number:	Dr. Robert Dobmeier, (585) 395-5090
Line #	
Employment Status: Full or Part time	Full time
Negotiating Unit	UUP
FLSA Status (HR use only):	Exempt / Non-Exempt

Summary and Purpose of Position: (Briefly describe this position. This summary should be an overview of the position and no more than seven to ten sentences.)

Tenure track assistant professor position in the Department of Counselor Education to begin Fall 2018. Requires earned doctorate, (ABD candidates accepted), in Counselor Education (or a related doctoral degree and grandfathered under the 2016 CACREP standards), professional and personal self-awareness, experience working with diverse populations, commitment to infusing diversity issues in teaching and counseling practice, to experientially based education, and to teaching students to work with diverse clients. Experience in counseling is required. Evidence of effective teaching, supervision, and appropriate professional membership required. Prefer individuals with experience in college counseling and student affairs and/or mental health counseling, and the ability to teach in two or more of the eight CACREP core areas. Evidence of appropriate licenses and/or certifications, scholarly publications, demonstrated professional involvement, and a degree from a CACREP approved doctoral program preferred. Ability to develop and teach online courses preferred. The position begins August 21, 2018.

Programs in the department are CACREP accredited and experientially based. Departmental responsibilities include teaching, advisement, supervision, scholarship, and service. Credential review will begin November 1, 2017.

Job Functions: (Note: Essential and Non-Essential Function percentages must equal 100%)

- **Essential Functions:** (List fundamental duties the incumbent performs; the “must haves” of the position and the approximate percentage of time spent.)
- Evidences effective teaching (Teaching 50%)
- Evidences effective supervision (teaching)
- Provides experientially based education (teaching)
- Infuses diversity issues in teaching and counseling (teaching)
- Teaches in two or more of the 8 CACREP core areas (teaching)
- Achieves scholarly publications and related scholarly work (Scholarship 25%)
- Provides service to the department with gradual service expansion to the college, community, and profession (Service 25%)

B. Non-Essential Functions: (List routine duties that must be performed coincidentally with the essential functions and approximate percentage of time spent.)

- Experienced in college and student affairs and/or mental health counseling (teaching)
- Demonstrates professional involvement (service)
- Develops and teaches online courses (teaching)

Functional and Supervisory Relationships: (Show for this position the type of supervision received and the type of supervision, if applicable, that this position will exercise over others.) ****Attach an organization chart****

The Assistant Professor receives supervision in teaching, scholarship, and service from the Department Chair.

Qualifications: (Include the amount of experience and type of background, degrees, licenses, certifications and whether preferred or required. Detail the level of the skill, knowledge and abilities required to perform essential functions of the position.) ****Note: For clerical positions include the minimum qualifications as stated in the Department of Civil Service Classification Standard under the required qualifications.**

A. Required Qualifications:

- Earned doctorate in Counselor Education (ABD with completion by within 6 months of hire date will be considered).
- Evidences personal and professional self-awareness
- Evidences effective teaching
- Evidences effective supervision
- Evidences counseling experience
- Evidences appropriate professional memberships
- Evidences experience working with diverse populations
- Committed to infusion of diversity issues in teaching and counseling

B. Preferred Qualifications:

- Graduated from a CACREP accredited doctoral program
- Able to teach in two or more of the 8 CACREP core areas
- Experienced in college and student affairs (preferred) and/or mental health counseling
- Evidences appropriate licenses and/or certifications
- Demonstrates professional involvement
- Evidences scholarly publications and related scholarly work

Working Environment: (Include where work is performed, under what conditions and temperatures. Indicate physical, environmental and hazardous materials the worker may be exposed to.)

The Assistant Professor provides instruction in the classroom and may provide instruction in an online environment. Work that includes meeting with students and colleagues, and work that entails electronic connectivity such as computers, is performed in an office setting. At times travel may be required to alternative campus and community locations.

Signatures:

Supervisor: _____ **Date:** _____
Department Head: _____ **Date:** _____