

## **Director of Counseling and Psychological Services**

The University of Richmond is pleased to invite applications and nominations for the position of Director of Counseling and Psychological Services (CAPS). The University is seeking an experienced psychologist that can inspire and lead innovative solutions to meet the needs of a diverse student population. With unprecedented demand for college mental health services across the nation, the Director will join the University of Richmond at a time of great opportunity and as a part of a team committed to an integrated, multidisciplinary student health and well-being model. The community has designed a well-being strategic plan to better meet the needs of students today, while preparing for and anticipating future trends.

This position is expected to play a key role in developing strong, collaborative relationships between CAPS, other departments in the Division of Student Development, and the larger campus community to facilitate efforts that support students holistically. The Director will mentor, supervise, and oversee a dedicated team of mental health practitioners that provide direct service, outreach, consultation, and crisis intervention. A strong commitment to diversity and inclusion is essential in this role; candidates must have a firm grasp of social identities, the intersectional nature of identities, and proactively seek to correct historical inequities in health and wellness services.

### **About the University of Richmond**

Through its five schools and wide array of campus programming, the University of Richmond combines the best qualities of a small liberal arts college and a large university. With approximately 4,000 students, an 8:1 student-faculty ratio, and more than 90% of traditional undergraduate students living on campus, the University is remarkably student-centered, focused on preparing students “to live lives of purpose, thoughtful inquiry, and responsible leadership in a diverse world.” In recent years, the University has made significant investments in the Health and Well-being unit, investing in additional professional staff and opening a state-of-the-art facility that is home to its programming.

The University of Richmond is located just a short drive from downtown Richmond, Virginia. Ranked No.3 as the “most beautiful campus” in Princeton Review’s 2023 “The Best 388 Colleges” Guide, the campus is located on 350 acres in the suburbs of Richmond, Virginia minutes away from the city of Richmond. As the capital of Virginia, Richmond is at the center of the state's business and government activity and has a little bit of everything. From the James River (the centerpiece of Richmond's thriving outdoor scene) to a vibrant arts and music culture—there's always something to explore. For Spiders, that means a hotbed of internship, research, and work opportunities. In addition, Richmond's location provides easy access to Washington D.C. and everything else that the region has to offer.

### **Position Summary**

The Director reports to the Associate Vice President of Health and Well-being and is a member of the Health and Well-being Leadership Team. This position oversees the operation of Counseling and Psychological Services (CAPS) and serves as chief mental health officer for the University. The responsibilities of the Director include, but are not limited to:

### **Leadership (35%)**

- Oversee the operation of the services provided by CAPS; manage approved budgets each year, and plan future budgets; oversee the CAPS website; and oversee the secure Titanium record-keeping and scheduling software system and other specialized software systems (e.g., Therapist Assisted Online).
- Establish and uphold standards of responsible and ethical behavior through the use of written policies and procedures manual, including frequent meetings and other interactions with staff as well as by personal example.
- Maintain membership in appropriate professional organizations; and participate in local, regional, and national collegiate mental health networks and initiatives.
- Network with key staff from other offices both on- and off-campus; serve on the Health and Well-being Leadership Team and chair the CAPS Administrative Team; and consider opportunities for involvement in local, regional, and national mental health and well-being initiatives.

### **Direct Psychological Services & Case Management (25%)**

- Provide direct counseling services as time permits, including individual counseling, group counseling, crisis intervention, on-call duty, and/or psychological evaluation services.
- Adhere to appropriate ethical and professional standards; keep accurate records of appointments, intake notes, progress notes and termination summaries in individual files; maintain confidentiality of records; consult with other professionals as needed to coordinate treatment; and consult with parents and others with appropriate authorization.

### **Supervision (10%)**

- Oversee the administrative supervision of three to five professional staff (including the CAPS Assistant Directors) to ensure high quality services.
- Promote and facilitate professional development of CAPS staff, including budgetary support for this when possible.

- Oversee the interviewing, hiring, training, and scheduling of any full- and part-time staff employed by CAPS.

### **Consultation & Training (10%)**

- Serve as spokesperson for CAPS in response to requests from faculty, staff, or administrators for help or advice regarding student mental health issues; and serve on relevant university committees to provide specialized knowledge on student needs and problems.
- Collaborate with others in the university community on projects of mutual interest; consult with faculty, staff, students, and parents about student mental health issues; and prepare and provide training seminars to university groups (e.g., dean's offices, residence life staff).
- Serve as key member of the campus Behavioral Intervention Team and the campus Threat Assessment Team; help develop and revise policies, procedures, and forms; attend periodic training events; and help educate the campus about threat assessment.

### **Assessment and Accountability (10%)**

- Oversee the evaluation of CAPS services; track service usage statistics and trends; and prepare annual report of the services and activities of CAPS staff.
- Occasionally sponsor research projects of relevance to college student mental health issues; and oversee campus Healthy Minds Survey, and similar assessments.
- Prepare reports, presentations, and other communications about student mental health services, needs, and trends.
- Select, train, and supervise one or more CAPS research interns to assist on data entry and analysis projects.

### **Budget (5%)**

- Oversee the development of the CAPS annual budget; oversee the tracking of revenues and expenses, both the current year and trends over time.
- Work with the CAPS office manager to regularly update CAPS expenditures and budget projections; and when needed, prepare data-based reports and memos to support requests for additional CAPS resources.

### **Other Duties (5%)**

- Collaborate with the Associate Vice President of Health and Well-being, the URWell unit, and the Student Development Leadership Team.

- Participate in university-wide, Division of Student Development and URWell programs.
- Develop and maintain a network of effective working relationships with faculty and staff from other offices and departments; serve on appropriate divisional and university committees.
- Occasionally serve on search committees and other areas of university service.

### **Qualifications**

- Ph.D. or Psy.D. in Counseling or Clinical Psychology is required
- Licensed Clinical Psychologist in the State of Virginia (or, if moving from another state, licensed as a psychologist in that state, and eligible for VA state licensure)
- 5 or more years of experience working in university counseling centers is preferred
- Previous experience as director, associate director, or assistant director of a college or university counseling center is preferred

### **Application Process**

The University has partnered with Keeling & Associates, LLC for this search. Applications should include a resume and a cover letter addressing your interest in and qualifications for the position. Application materials must be sent, preferably as PDFs, to [recruiting@keelingassociates.com](mailto:recruiting@keelingassociates.com) with the subject heading "UR Director of CAPS." Candidates are encouraged to submit materials by April 17, 2023, to receive full consideration. The search will continue until an appointment is made. Confidential inquiries and nominations should be addressed to the K&A senior consultant leading this search, Dr. Lili Rodríguez, at [lrodriguez@keelingassociate.com](mailto:lrodriguez@keelingassociate.com).

**The University has a policy of non-discrimination with regard to race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran, or any classification protected by local, state or federal law. The University of Richmond is committed to developing a diverse workforce and student body, and to modeling an inclusive campus community which values the expression of difference in ways that promote excellence in teaching, learning, personal development, and institutional success. Our academic community strongly encourages applications that are in keeping with this commitment.**