Counseling Center Manager

University of California, Los Angeles
September, 1978

Class Specifications - A.35
Counseling Center Manager II - 0710
Counseling Center Manager I - 0711

SERIES CONCEPT

Counseling Center Managers plan, manage, and direct the activities of a Campus Counseling Center, typically supervising five or more full-time professional employees in addition to related clerical support staff and perform other related duties as required.

Incumbents typically develop policies and procedures for the Counseling Center; plan, organize, and administer programs for the successful delivery of such psychological services as individual counseling, group counseling, peer training, practical training, outreach programs, consulting and walk-in services; establish and maintain working relationships with other departments and outside agencies as necessary; recruit, train, assign, and evaluate the performance of professional and clerical staff; direct training programs for graduate students assigned to the Center for supervised field work; establish and maintain standards for professional work; conduct and/or supervise research performed by staff members or by graduate students in psychology or an allied field; plan and administer the budget for the Center; participate in local, state, and national associations; and represent the Counseling Center at public and professional meetings.

The Counseling Center Manager series consists of two management levels with the distinction between levels based on the scope and complexity of the Counseling Center's program, and the degree of supervision exercised.

CLASS CONCEPTS

Counseling Center Manager II

Under general direction, incumbents plan, manage, and direct the activities of a campus Counseling Center typically supervising ten or more full-time professional employees in addition to related clerical support staff. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the second management level in the series.

Counseling Center Manager I

Under general direction, incumbents plan, manage, and direct the activities of a campus Counseling Center, typically supervising five or more full-time professional employees in addition to related clerical support staff. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the first management level in the series.

MINIMUM QUALIFICATIONS

Counseling Center Manager II

A Ph.D degree in counseling psychology or clinical psychology, including internship and five years of post-doctoral experience as a counseling psychologist or clinical psychologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.
Counseling Center Manager I

A Ph.D degree in counseling psychology or clinical psychology, including internship and four years of post-doctoral experience as a counseling psychologist or clinical psychologist; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.