

# Associate Director of Counseling Services – *Path to Directorship*

## ***Introduction:***

Conception Seminary College is a Roman Catholic seminary run by the Benedictine monks of Conception Abbey in rural Northwest Missouri. The primary work of the seminary is priestly formation of seminarians in the Propaedeutic and Discipleship Stages of formation (undergraduate level and Pre-theology).

Applicants for the position of Associate Director must be a practicing Catholic familiar with the teachings of the Church and her Magisterium. This position requires Missouri licensure for mental health counseling (e.g., professional counselor, psychologist, or clinical social worker). Candidates with a doctorate in counseling, psychology, or social work are preferred; however, applicants with a minimum of a master's degree who demonstrate strong qualifications and experience will also be considered. The associate director will assist the director with the aim of receiving the designation of director. The Associate Director of Counseling Services is eligible to join the seminary teaching faculty, with academic rank and responsibilities determined by the candidate's qualifications, educational background, and specific responsibilities within the institution.

## ***Basic Function:***

Assists in overseeing a comprehensive mental health program that meets the psychological needs of the student body in alignment with Catholic values and the seminary's mission.

## ***General Responsibilities, in cooperation with the Director of Counseling Services:***

1. Receives, reviews, and presents psychological evaluations to the members of the Admissions Committee, ensuring thorough analysis and confidentiality;
2. Provides individual and group counseling for students who either self-refer or are referred by the Seminary College, addressing a range of mental health concerns;
3. Coordinates referrals of students to outside mental health professionals for psychological or psychiatric help when needed;
4. Serves on the Health Review Panel and participates in the process of referral, evaluation, and the implementation of recommendations as outlined in the Seminary College's Policy on Alcohol and Controlled Substances;
5. Initiates and coordinates the offering of workshops or training sessions to students, faculty, and staff on topics on mental health;
6. Submits an annual budget for expenses—i.e., photocopies, subscriptions, professional memberships, etc., to the dean of students for approval and monitors budget expenses.

## ***Salary:***

\$55,000-\$95,000



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