



UNIVERSITY
OF WYOMING

POSITION PROFILE
**Director of the University
Counseling Center**
February 2023



This search is managed in partnership with Summit Search Solutions, Inc.



UNIVERSITY OF WYOMING

Nestled amid the beauty of two mountain ranges in southeastern Wyoming, you will find the nationally recognized teaching and research institution, the **University of Wyoming (UW)**. Established as a land-grant institution in 1886 when Wyoming was still a territory, UW has since grown to nearly 200 areas of study, drawing 12,500+ students from all 50 states and 90 countries. UW is known for its accomplished faculty and world-class facilities, its small student/faculty ratio and quality undergraduate and graduate programs within its colleges of Arts & Sciences, Agriculture & Natural Resources, Business, Education, Engineering & Applied Science, Health Sciences, Law, School of Energy Resources, and Haub School of Environment and Natural Resources. To learn more: <http://www.uwyo.edu>

Throughout its existence, UW has been the only four-year university in the state of Wyoming, though it maintains close relationships with the state's seven community colleges. UW's global impact begins with innovative undergraduate and graduate research opportunities and extends through state and federal partnerships and recent initiatives such as the Wyoming Institute for Humanities Research and the School of Energy Resources. UW has played important roles in the lives of students, Wyoming residents, and communities for 136 years.

- Recognized by *Forbes* in 2019 as one of America's Best Value Colleges.
- Rated as a "Top 15 Outdoor Adventure College" by *Outside* magazine.
- Wyoming ranks #4 in the U.S. News and World Report's "Best States for Higher Education."

The University community is working collaboratively to help the University reinforce and strengthen its reputation as it adapts to changing economic factors in the state and beyond. The University's strategic roadmap, "[Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming](#)," shows that it's an exciting time to be a part of UW as it embarks on new and exciting opportunities.

Location: Located in Laramie, Wyoming, a town of more than 31,000 with a unique blend of sophistication and western hospitality, UW not only provides an environment for success but also offers varied academic and lifestyle opportunities. Laramie is a great place to live and work as it boasts a low cost of living with no state income tax as well as incredible outdoor recreational opportunities, an eclectic downtown area, and a great public school system.





THE OPPORTUNITY

The University of Wyoming (UW) invites applications and nominations for the Director of the University Counseling Center (UCC). UW seeks a collaborative, creative, and committed student affairs professional who supports student success, persistence, and completion by overseeing and further developing the programs and services of the UCC.

The Director reports to the AVP for Student Affairs & Dean of Student Success and manages a total staff of 10, including office associates, licensed professional counselors, and psychologists. The Director is responsible for the overall management, personnel, and operational functions of the UCC supporting the scope and mission of Student Affairs at the University. The Center provides psychological services including counseling, assessments, group counseling, crisis services, and consultation, as well as outreach and educational workshops to the campus community.

The UCC will align with Student Affairs' strategic plan for developing a comprehensive wellness model which will allow for the broadest possible positive impact on campus and student life. The Director will play a key role in supporting related initiatives, driving innovation, and implementing best practices.

See [here](#) for more information about the University Counseling Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides administrative leadership and supervision for the University Counseling Center (UCC) and the Alcohol Wellness Alternatives, Research, Education (AWARE) program.
- Provides supervision and evaluation to the professional staff of these offices, including mental health clinicians, program directors/coordinators, and administrative support staff.
- Directs and ensures the supervision of employees toward WY licensure and promotes clinical initiatives through the allocation of continuing education funding.
- Responsible for directing the daily operations of the University Counseling Center clinic.
- Supervises budget development and review serving these offices and programs.
- Delivers direct services to students, including individual, group and couples therapy, trauma treatment, and crisis intervention services.
- Provides leadership and collaboration in campus consultation and outreach activities, including the development and delivery of services for a healthy and diverse campus community.
- Participates in University crisis prevention, preparedness, and response.
- Oversees the graduate education training programs.
- Is available for limited consultation with campus faculty and staff on personal behavioral health issues. Provides consultation with all constituents regarding students' behavioral health needs and crisis intervention.
- Performs other duties as assigned.

MINIMUM EXPERIENCE REQUIRED:

- Master's in Counseling, Counseling Psychology, Social Work, or a related field.
- Licensed or license eligible in the state of Wyoming.
- Five (5) or more years of professional clinical experience.
- Three (3) or more years in a management role with responsibilities that include personnel and budgetary supervision, strategic planning, and decision-making.
- Integration of developmental perspective in clinical work, outreach, and training.
- Demonstrated expertise in crisis intervention and management.
- Experience with brief, time-effective therapy.
- Expertise in providing treatment for trauma survivors, including survivors of sexual assault.
- Knowledge of electronic records and data management programs for counseling centers.

COMPETENCIES REQUIRED:

- Excellent interpersonal, problem-solving, oral and written communication, and public-speaking
- An ability to maintain collaborative working relationships.
- Flexibility and creativity.
- Attention to detail and a quality orientation.
- Sensitivity, integrity, and conflict management abilities.

PREFERRED ADDITIONAL QUALIFICATIONS:

- Experience in college/university counseling center administration with an understanding of best practices in that setting, experience with student welfare coordination and campus crisis management, and a demonstrated record of and commitment to promoting equal opportunity and diversity among students, faculty, and staff.
- A terminal degree in psychology (PhD or PsyD).
- Experience working in an integrated health and wellness center.

The University of Wyoming invites diverse applicants to consider its employment opportunities. UW is especially interested in candidates who have experience working with diverse populations and/or diversity initiatives.

UW offers a competitive salary and strong benefits including a retirement plan with a 14.19% University contribution (based on gross salary), excellent leave plans, (vacations, sick days, and holidays), a tuition waiver program, a recreation center discounted membership opportunity, and a variety of on-campus dining and banking services.





PROCEDURE FOR CANDIDACY

The University of Wyoming, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; **parties who apply by Wednesday, March 15th will be given first consideration.** Please submit a CV/resume and a letter of interest upon application. All applications and nominations will be held in confidence. To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su346>

For more information or to offer recommendations or nominations:

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[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, and North Carolina.

Members of under-represented groups are encouraged to apply. The University’s policy has been and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment without regard to race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, pregnancy, or other status protected by state and federal statutes or University regulations. The University’s nondiscrimination policy applies to all matters relating to its education programs and activities including recruiting, hiring, training, compensation, benefits, promotions, demotions, transfers, and all other terms and conditions of employment. To review the [EEO is the Law Poster](#) and its [Supplement](#), please see [The Diversity & Fairness page](#).

*Pursuant to Wyoming State law, W.S. 19-14-102, as amended, an honorably discharged veteran who has been a resident of the state of Wyoming for one (1) year or more at any time prior to the date when the veteran applies for employment, or any surviving spouse who was married to such veteran at the time of the veteran’s death, who is receiving federal survivor benefits based on the veteran’s military service and is applying for employment, shall receive an interview preference during the applicant screening process with the University of Wyoming. At the time of application, the applicant must possess the business capacity, competency, education or other qualifications required for the position. If disabilities do not materially interfere with performance of job duties, disabled veterans will be given preference over able-bodied veterans. **Appropriate documentation of veteran status must be provided at the time of application as outlined in the application process.** No preference will be given to a veteran currently employed by a public department.*

The University of Wyoming conducts background investigations for all final candidates being considered for employment. Offers of employment are contingent upon the completion of the background check.

Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.



LARAMIE, WYOMING

Laramie is filled with hospitality, entertainment, and excitement while providing a neighborly atmosphere and warm small-town feel with a multitude of amenities and entertainment. The name “Wyoming” conjures up visions of the Old West as few others can. Laramie features a historic downtown, prairie and mountain vistas, rodeos, guest ranches, and more. Surrounded by the great outdoors, Laramie is also southeastern Wyoming’s center for arts events, with a lively music and theater scene, art exhibitions, festivals, and a variety of other entertainment. And don’t forget all the sports activities at the university and K-12 levels.

Interesting Facts:

- Also known as the “Gem City of the Plains,” Laramie is located in the southeastern part of Wyoming approximately 45 miles from the state capital, Cheyenne, and 130 miles from Denver, Colorado.
- Laramie sits at 7,200 feet above sea level in the Laramie River Valley surrounded by the Medicine Bow National Forest, the Laramie Mountains, and the Snowy Range.
- Laramie has a 6% sales tax, but does not have a state income tax or state inheritance tax.
- Laramie offers a variety of outdoor adventures with more than 250 days of sunshine per year.
- The quality of life and amenities Laramie has to offer brings several types of industries to the area including technology companies and academia.



About 20 minutes east of Laramie, the Vedauwoo Recreation Area boasts some of the best rock-climbing in the country. You can photograph abundant wildlife, dramatic mountain scenes, and jumbled rock formations. And with more than a hundred mountain biking trails, the Laramie area provides a paradise for exploration on two wheels. Whether you prefer walking or hiking; camping or day trips; fishing or hunting; mountains, lakes, rivers, or trails – Laramie offers something for everyone. Families will find fun and exploration close to town, while backpackers and sportsmen can spend a week in the high country of the Medicine Bow Mountains. And as a winter snow enthusiast, you can escape the crowds by exploring the hills, forested glens, and rolling meadows of the Snowy Range from the back of a snowmobile or on downhill or cross-country skis. Laramie is one of Wyoming’s favorite playgrounds!

For more information on Laramie please visit:

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- Visit Laramie, <http://visitolaramie.org/>
 - Laramie Chamber Business Alliance, <http://laramie.org/>
 - Laramie Main Street <https://laramiemainstreet.org/>