

Job Announcement

Job Title: Counseling Center Supervisor

Department: Student Life – Counseling Center

Reports To: Gideon Hendrix

Pay Status: Non-Exempt

Position Status: Part Time

Approved By:

Jenni Shepard

Position Summary: The Counseling Center Supervisor will supervise the TMU Counseling Center Interns and report to the Counseling Center Director.

Disclaimer: The current Counseling Center Director's licensure is pending. Thus, the Counseling Center Supervisor will report to Counseling Center Director once final licensure has been granted. In case of continuous licensure pending, the Counseling Center Supervisor will report to the Vice President of Student Life and Athletics.

Primary Responsibilities/Essential Job Functions:

- The Counseling Center Supervisor will seek assistance from the Counseling Center Director with any questions or concerns regarding TMU Counseling Center matters.
- The Counseling Center Supervisor will meet with TMU Counseling Center Interns for in person group supervision once a week and in person individual supervision once a week.
- The Counseling Center Supervisor will review TMU Counseling Center Intern session videos on a weekly basis and provide documented feedback to interns on a weekly basis.
- The Counseling Center Supervisor will be immediately available by phone while TMU Counseling Center Interns are meeting with higher risk clients. If Counseling Center Supervisor is unavailable, they will let the Counseling Center Director know 24 hours in advance.
- The Counseling Center Supervisor will meet with the Counseling Center Director on a weekly basis for staff meetings regarding clients and interns.
- The Counseling Center Supervisor will meet a minimum caseload requirement of seven TMU Counseling Center clients per semester.
- The Counseling Center Supervisor will report to the Counseling Center Director and Vice President of Student Life & Athletics regarding any concerns they may have regarding a particular student regarding serious intent to harm oneself or others.
- The Counseling Center Supervisor will always act in a professional manner and will only meet with students and interns in the designated space in the counseling center.
- The Counseling Center Supervisor will adhere to HIPPA, FERPA, and ethical guidelines and will maintain confidentiality with the exception of communicating with the Counseling Center Director and Vice President of Student Life & Athletics.

- The Counseling Center Supervisor will submit to Truett McConnell University proof of counseling liability insurance and agrees to keep the policy active through the duration of their employment at TMU.
- The Counseling Center Supervisor will complete counseling documentation within 24 hours of the session.
- The Counseling Center Supervisor will read and sign TMU Counseling Center Intern's notes within 48 hours of completion.
- The Counseling Center Supervisor agrees to the agree upon hourly rate of pay and will clock in and out of ADP for their direct hours with clients and interns on a daily basis.

Additional Responsibilities:

- Some weekend availability required for large scale events at Truett McConnell University
- Preferred ability to assist in leading staff, faculty, and student trainings at Truett McConnell University

Knowledge, Skills, and Abilities: Computer Proficient, Experience identifying and deescalating crisis, Ability to proficient utilize Microsoft Office Suite, Preferred experiencing navigating Simple Practice, Must have an active mental health license in the state of Georgia, Must be an active CPCS in the state of Georgia

Work Environment/Physical Requirements of the Job: General counseling center office environment. Must be capable of adhering to HIPPA, FERPA, ethical guidelines, and confidentiality. Must be capable of occasionally walking between buildings on the TMU campus and climbing small flights of stairs daily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education & Experience Requirements:

- Bachelor's Degree Required
- Master's Degree Required
- Active Licensed Mental Health Professional in the state of Georgia required
- Actively a CPCS in the state of Georgia
- Preferred Basic-CPR certification
- Preferred 3-5 years of experience supervising interns as a Licensed Professional Counselor and CPCS.

Application Submission Process:

Please submit completed TMU application and resume to:

Gideon Hendrix
Counseling Center Coordinator
Truett-McConnell University
100 Alumni Dr., Cleveland, GA 30528
ghendrix@tmu.edu

Deadline to submit resumes: **August 15, 2026**

Truett McConnell University does not illegally discriminate against any individual for reasons of race, color, national origin, age, disability, or veteran status; however, the University may discriminate on religious grounds in its employment practices in order to fulfill its mission. It is the policy preference of Truett McConnell University to hire employees who are Christians, active in their churches and supportive of the goals of the University. Preferences in hiring exist for persons of the Southern Baptist faith. The University is also committed to building a more ethnic and racially diverse faculty.