

Job Announcement

Job Title: Counseling Center Intern

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 Intern will be under the supervision of the Counseling Center Director.

Primary Responsibilities/Essential Job Functions:

- The Counseling Center Intern will seek assistance from Counseling Center Supervisor (CPCS) for specific questions regarding the counseling of a particular student.
- The Counseling Center Intern will attend weekly supervision with Counseling Center Supervisor (CPCS).
- The Counseling Center Intern will communicate available hours and work with Counseling Center Director and the Counseling Center Supervisor (CPCS).
- The Counseling Center Intern will report to the Counseling Center Director regarding policy and pay.
- The Counseling Center Intern will report to the Counseling Center Director (LPC) and Counseling Center Supervisor (CPCS) regarding any concerns they may have regarding a particular student regarding serious intent to harm one self or others.
- The Counseling Center Intern will act in a professional manner at all times and will only meet with a student in the designated space in the counseling center while the Counseling Center Director (LPC) or the Counseling Center Supervisor (CPCS) are present in the building.
- The Counseling Center Intern will adhere to HIPPA, FERPA, and ethical guidelines and will maintain confidentiality with the exception of communicating with the Counseling Center Director (LPC) and Counseling Center Supervisor (CPCS).
- The Counseling Center Intern 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 Intern will complete counseling documentation within 24 hours of the session.
- The Counseling Center Level Intern agrees to the hourly rate of \$10/hr and will clock in and out of ADP for their direct hours with clients on a daily basis.

Knowledge, Skills, and Abilities: Computer proficiency, must be an active master's Level Student and approved by the TMU Counseling Center administrators.

Work Environment/Physical Requirements of the Job: must be able to determine a life-threatening emergency and act accordingly, must work when says is available.

Minimum Education & Experience Requirements: Bachelor's Degree Required, master's degree in Progress at a University approved by TMU Counseling Center Administrators.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

Additional Responsibilities: Other duties assigned.

Application Submission Process:

Please submit completed TMU application and resume to:

Gideon Hendrix

Counseling Center Coordinator

ghendrix@truett.edu

Truett-McConnell University

100 Alumni Dr., Cleveland, GA 30528

Deadline to submit resumes: **Until Filled**

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.