



POSITION ANNOUNCEMENT

Director of Counseling & Testing Services

Atlanta Metropolitan College, a two-year degree-granting institution of the University System of Georgia, is accepting applications and nominations for a **Director of Counseling & Testing Services**. Atlanta Metropolitan College currently serves 2000 commuting students on a beautifully landscaped campus located 10 minutes south of downtown Atlanta and 15 minutes north of Hartsfield-Jackson International Airport.

THE POSITION

The position of Director of Counseling & Testing Services is a full-time, twelve month position, reporting directly to the Vice President for Student Affairs. The Director has the primary responsibility for coordinating the overall administration of institutional testing programs and mental health assessments, referrals and counseling related services to students that would promote retention and personal development. The Director must maintain test materials and test security, scheduling, selecting and assigning testing assistants, administering tests as needed, completing required paperwork and returning materials. The Director will also function as the supervisor of the Test Center and will provide staff training and oversight of each program according to the directions stipulated in the standards for counseling centers in the University System of Georgia manuals. The Director must insure that all test administrators and proctors supervise each test in a responsible manner. The work also involves responsibility for researching and identifying needs for tests, planning locations and timing, administering, scoring, and reporting. The Director is directly responsible for working closely with faculty, administrators, and staff to provide a supportive campus climate to educate the whole person. The Director is authorized to maintain confidential files on examinees in accordance with state and federal laws and institutional policies.

QUALIFICATIONS

Candidates applying for the position of Director of Counseling & Testing Services must have a Master's Degree in counseling, social work, higher education administration, or special education Rehabilitation. A Georgia State Clinical License in psychology, social work, or certified counseling is required; or must be eligible for state licensure according to the Georgia State licensure laws; minimum five years of experience in the clinical/counseling/social work setting/ and or administrative supervisory capacity. The Director should possess personal abilities and attributes that enable effective representation of mental health issues in the college environment; direct service responsibilities include evaluations and mental health assessment skills, individual and group counseling sessions, crisis interventions, referral and consultation to the academic community; must have excellent communications and presentation skills, both verbal and written; demonstrated leadership supervisory abilities; strong analytical skills with an exceptional capacity for attention to details and a commitment to accuracy in reporting. The Director should also demonstrate involvement and commitment to ongoing educational and professional development both for self and the staff. Must have a desire and the ability to work effectively with diverse populations; basic understanding of database programs (Banner, and Crystal Reports); proficient in Microsoft Office applications.

SALARY AND BENEFITS

The salary is commensurate with qualifications and experience within the budgetary parameters of the college and of the University System of Georgia. The University System offers an excellent benefits package, including sick leave accruals, paid holidays, life and health insurance, and retirement plans.

APPLICATIONS

Review of applications will begin immediately and continue until the position is filled. Interested persons should submit a complete packet which includes the following, (1) a letter of interest; (2) a detailed resume; (3) copies of **all** college transcripts; (**candidates selected for interview will be required to provide official copies of all college transcripts**) (4) the names, addresses, and telephone numbers of three professional references. A criminal background check is required. **Incomplete application packets, emails and faxed copies are not accepted.** For additional information about the position log on our website at www.atlm.edu. All materials should be sent to:

Regina Ray Simmons
The Office of Human Resources
Atlanta Metropolitan College
1630 Metropolitan Parkway, SW
Atlanta, GA 30310

The University System of Georgia is an Equal Employment Opportunity/Affirmative Action Employer