

# Job Description

## Department of Counselor Education and Counseling Psychology

### Faculty Specialist I Counselor Education Clinical Coordinator

#### Position Overview

This faculty specialist I position will serve as the clinical coordinator within the counselor education unit and serve as a liaison between the site supervisors, students, and the unit. Faculty specialists are required to provide 15 hours of service per semester (Fall and Spring). In this case, the faculty specialist's work as clinical coordinator will count for 3 hours of service per semester. The rest of the 15 hour obligation will be fulfilled by teaching and advising. The clinical coordinator is responsible for the coordination of the field practicum and bridging experiences. They work collaboratively with the Center for Counseling and Psychological Services (CCPS) directors and administrative support staff who perform the administrative aspects of clinical experiences within the department. The clinical coordinator reports to the Counselor Education Unit Director and the Chair of the Counselor Education and Counseling Psychology Department.

#### Duties and Responsibilities

Below are a list of duties and responsibilities for the clinical coordinator position. Such duties and responsibilities include:

- Collaborate with faculty advisors who approve field practicum and bridging experience sites
- Collaborate with directors of the Center for Counseling and Psychological Services (CCPS)
- Coordinate the administrative aspects of clinical experiences within the department from the application process to assisting with class assignments
- Maintain on-going communication with site supervisors to ensure compliance with all departmental expectations for clinical experiences and to support site supervisors in their roles
- Serve as a faculty group supervisor for the practicum and internship courses; teach Counselor Education courses
- Review and monitor site supervisors' qualifications and maintain a database of such information
- Supervise and assign tasks to the doctoral student working with the clinical coordinator
- Assist site supervisors in receiving communication about professional development opportunities
- Collaborate with students and site supervisors to address or resolve concerns and issues that might arise during practicum, internship, and/or bridging experiences

The mission of the Department of Counselor Education and Counseling Psychology is to develop competent, ethical and culturally sensitive counselor education and counseling psychology professionals through graduate education and scholarship. To accomplish this mission, the department offers doctoral training in counseling psychology (APA Accredited) and counselor education (CACREP Accredited) and master's level training in counseling psychology, counselor education (CACREP Accredited) clinical mental health counseling; marriage, couples and family counseling; and school counseling). We strive to recruit and retain students of diverse racial/ethnic backgrounds from local, state, national and international locations.



**WESTERN  
MICHIGAN  
UNIVERSITY**

# Job Description

## Department of Counselor Education and Counseling Psychology

- Coordinate bridging experiences and maintains a database of bridging sites
- Facilitate regular communication with site supervisors about student progress and performance during clinical experiences
- Facilitate clinical experiences orientations for students and site supervisors
- Coordinate and arrange supervisor training for site supervisors when identified
- Collaborate with Counselor Education Unit Director, Counselor Education faculty, and administrative assistant providing support for the Counselor Education clinical experiences
- Utilize technology used with the clinical experiences and courses in the department like Tevera, TK20, GoReact, Webex, Microsoft Teams, E-learning, etc.

### Education and Qualifications

The faculty member serving as the clinical coordinator must possess the following qualifications and educational background:

- Earned doctorate in Counselor Education from an institution accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP)
- Hold a current professional license in counseling
- Must have a demonstrated commitment to diversity and inclusion in teaching and practice.
- Have previous supervisory experience which could include any of the following:
  - have taught supervision courses such as counseling practicum and/or field practicum; or
  - have had demonstrated experience in clinical supervision, or
  - hold the Approved Clinical Supervisor (ACS) credential or equivalent supervisory credentialing designation, or
  - have had experience serving as a clinical supervisor, and
  - have been documented as the instructor of record in a previous teaching assignment.

### Materials

Send cover letter, CV, and contact information for three professional references

Please direct any questions to Dr. Jessica Heybach, Interim Department Chair, at [jessica.heybach@wmich.edu](mailto:jessica.heybach@wmich.edu)

The College of Education and Human Development at Western Michigan University is a diverse and vibrant institution of professional education, preparing individuals annually for leadership in their fields. The college is comprised of six departments: counselor education and counseling psychology; special education and literacy studies; family and consumer sciences; human performance and health education; teaching, learning and educational studies; and educational leadership, research and technology.

Embracing WMU's goals to be learner centered, discovery driven, and globally engaged, the College of Education and Human Development is committed to:

- Developing exceptional education and human development professionals who positively impact our global society
- Advancing knowledge through teaching, scholarship, creative works, and service
- Enhancing the university and its stakeholders through transformative field experiences and collaborations