The University of North Carolina General Administration EPA Designation Request Form

Institution: Western Carolina University	
Division/School/Department: Student Affair	s/Counseling & Psychological Services
EPA Designation Requested: Senior Academic and Administ Senior Academic and Administ X Instructional, Research and P	etrative Officer, I.A.* (SAAO, Tier I) etrative Officer, I.B.* (SAAO, Tier II) ublic Service (IRPS)
Proposed Position Information: Proposed Title: Associate Director, Counselin	g & Psychological Services
Proposed Working Title (if different):	
Proposed Position Number:	Proposed JCAT Code: 416011
Current Status:SPAEPA	XNew Position
Current Position Information (if applic Current Title:	,
Name of employee in position:	
Name and title of supervisor:	
Institutional Authorization: Print Name: ^{Cory Causby}	Title: Director of Employment
Signature:	
Mailing Address: 220 HFR Admin. Bldg., Cul	owhee, NC 28723
Mailing Address 2:	
Telephone: 828 227-3142	_ Fax: 828 227-7007 Email: causby@email.wcu.edu

Electronically submit completed form with the following required documentation scanned into a single PDF package:

- ☑ A written justification for requested action to include specific reference to relevant elements in SAAO definition or Instructional/Research definitions.
- ☑ A detailed position description.
- ☑ An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names.

Submit to: hrab@northcarolina.edu

Questions to: Keith Dupuis, HR Consultant, (919) 843-5479, kedupuis@northcarolina.edu

William Fleming
Vice President for Human Resources
The University of North Carolina
910 Raleigh Road
P.O. Box 2688
Chapel Hill, NC 27515-2688

Dear Mr. Fleming:

Please find enclosed for your review a job description, request form, and organizational chart for the establishment of a new EPA non-faculty Associate Director, Counseling & Psychological Services position located within the Division of Student Affairs. I request that this position be reviewed for consideration as EPA under the guidelines specified in the agreement between the Office of State Personnel and the Office of the President of the University of North Carolina for interpreting 126-5(c1) (8).

The primary responsibilities of this position include case management, referral coordination, crisis intervention, individual and group counseling, consultations, assessment, and outreach presentations. A minimum of a Masters degree in clinical/counseling psychology or related mental health field is required.

Please contact me if you require additional information. I appreciate your consideration.

Sincerely,

Cory Causby Director of Employment

Enclosures

Associate Director, Counseling & Psychological Services Counseling & Psychological Services (CAPS) Western Carolina University

The Associate Director will provide a central role in all clinical training programs at WCU CAPS. As described below, this individual shall: (1) provide oversight to the department's training programs; (2) serve as an administrative leader of the department; and (3) fulfill varied clinical responsibilities as a staff psychologist.

This individual is expected to demonstrate a solid commitment to insuring a high quality of training to the psychology interns and graduate students in clinical training. In this capacity, the Associate Director shall assume primary administrative responsibility for all facets of the department's APPIC-approved psychology internship program and provide oversight to other training programs (e.g., training of graduate students from the psychology, counseling, and social work programs at the University). Additionally, the Associate Director will be charged with building the program to become an APA Accredited internship site.

Duties include:

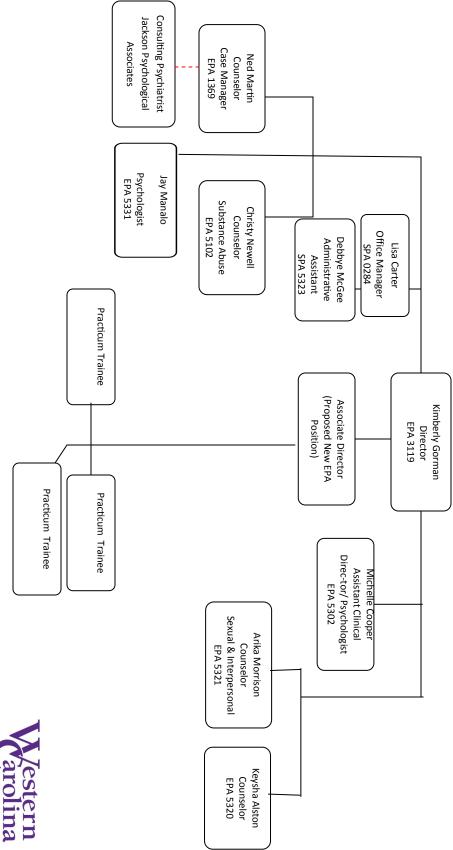
- Psychotherapy/Counseling: Initial assessments, individual counseling, case management, therapeutic consultations, RAF's, and referrals
- Administration: Coordinates graduate intern clinical training, supervision, and recruitment; documentation.
- Supervision: supervision of pre-doc and masters interns
- Consultation and Training: committees, meetings, non-clinical consultations, working with student leaders
- Staff Meetings and Professional Development: businesss, clinical review and assignment, interstaff supervision and consultations, in-services
- Emergency Services: rotation of day-time and after-hours emergency on-call
- Support/Counseling Group: weekly student group
- Outreach Services: presentations and programs

Requirements:

- Ph.D, PsyD or EdD in Clinical or Counseling Psychology required.
- Completion of an APA Accredited Internship required.
- Possession of North Carolina Psychology License or qualified to attain such licensure within twelve months of hire.
- Also require five years post-doctoral experience in clinical practice as a Psychologist; one year of experience in a college/university counseling center setting; two to three years of experience providing training (including the provision of clinical supervision).



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Organizational Structure 2013—2014



DIVISION OF STUDENT AFFAIRS