

UNIVERSITY *of* DALLAS

Job Number: 15938UD

Director of Counseling Center

Date Posted: October 7, 2025

WHO WE ARE

The University of Dallas is a premier Catholic liberal arts university that seeks to educate the whole person, encouraging its students to pursue wisdom, truth and virtue as the proper and primary ends of education. All employees are expected to support the university's [Mission](#), which is informed by the Apostolic Constitution [Ex corde Ecclesiae](#), the Catholic Church's governing document on Catholic universities. The University of Dallas is known for its nationally ranked Core Curriculum, exceptional post-graduation outcomes, and some of the happiest students in the country.

SUMMARY

UD is currently seeking a Director of Counseling Center who will provide counseling services and manage the coordination of counseling for undergraduate and graduate students. The Director will ensure the counseling center has appropriate resources to provide the best psychological care/support to students. The Director has a referral of community resources beyond the scope of work available at the counseling center, and works to refer students to external care for these situations beyond the UDCC's scope. The Director researches national best practices in counseling services for the care of the whole student. The Director serves as a liaison for the Dean of Students to external mental health organizations. The Director establishes collaborative partnerships across campus in support of students' needs. The Director displays the moral and ethical standards consistent with the university's, and the Office of Student Life's, mission, vision, and culture.

PRIMARY RESPONSIBILITIES

- Provide personal counseling of active students on an individual and/or group basis. This should occupy at least 50% of the Director's hours.
- Provide overall management and supervision of the counseling center, ensuring that all clinicians are providing quality care and sound support.
- Provide clinical consultation to other licensed therapists as needed.
- Respond to mental health emergencies and crises during working hours, especially those involving suicidality and self-harm, in conjunction with the Dean of Students, the Case Manager, Director of Residence Life, and Residence Coordinators. Provide emergency on-call consultation during mental health crises. Develop a schedule of therapists available to respond to mental health crises when the Director is unavailable to support students who are experiencing a crisis.

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- Ensure adequate staffing of the counseling center and coordinating counseling services.
- Establish and ensure standard operating procedures for the Counseling Center.
- Ensure student files are kept in accordance with standard rules of confidentiality of the profession, and FERPA.
- Establish a system for tracking and reporting aggregate data on counseling center utilization and tracking how the Counseling Center is meeting needs. Report semi-annually to the Dean of Students this data.
- Create a schedule of mental health programming workshops on topics relevant to college-age students including alcohol and other drugs, eating disorders, anger management, coping with change, relationship management, etc.
- Provide regular campus-wide training and workshops as needed, with an emphasis on educating faculty, staff, and students on making appropriate referrals to the CARE Team and counseling center.
- Organize group counseling sessions to support students who are struggling with alcohol and/or drug addictions, eating disorders.
- Participate in new student orientation activities as needed by the Dean of Students.
- Prepare and manage annual budget for the Counseling Center. Work with the Dean of Students, reporting on budget preparation, variances, and proposals for the upcoming year.
- Serve as a non-voting member of the CARE Team and Behavioral Intervention Team (BIT).
- Serve as voting member of the ADA Committee.
- Work collaboratively with other university student services that require input of a mental Health expert, such as UD Health Center, Campus Ministry, UD Police Department, Athletics, Title IX/ADA/Civil Rights office, Admissions, and others. Serve as a member of the Student Success Committee.
- Stay abreast of mental health issues, intervention strategies, and best practices to better support undergraduate-age and graduate students' needs.
- Collaborate with pre-health programs and the psychology department for programming for students in those majors. Work with academic departments to provide training for professors in dealing with mental health issues.
- Other duties as assigned to ensure the efficient and effective operation of the Office of Student Life.

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MINIMUM REQUIREMENTS

- Master's degree in Counseling, Psychology or related field.
- Must be licensed as an LPC, LPC-S, or LMFT in the state of Texas.
 - Licensed Clinical Social Workers (LCSW) are welcome to apply, but the above licenses are preferred.
- Four years of counseling experience required, preferably with college-age students in a higher education setting.

PREFERRED QUALIFICATIONS

- Doctoral degree.
- Some clinical or organizational supervisory experience.

ADDITIONAL INFORMATION

- The work may require regular evening and/or weekend work.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, vision, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition waiver, tuition exchange for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer and encourages applications from individuals who will enhance our community and advance our Mission.