

**Counseling Center**  
**University of Illinois at Urbana-Champaign Position**  
**Title: Clinical Specialist in Education—Paraprofessional Program**

The University of Illinois Counseling Center is hiring a **Clinical Specialist in Education--Paraprofessional Program** who will provide coordination and instruction for the Paraprofessional Program. The successful candidate will have solid experience and expertise in serving college student populations through mental health outreach, prevention, and education. The Counseling Center is an accredited training site through the American Psychological Association (APA) with over 50 staff, which includes clinicians, doctoral interns, academic professional staff, and administrative staff as well as graduate assistants, undergraduate paraprofessionals, and practicum counselors.

The University of Illinois is located in the twin cities of Champaign and Urbana in central Illinois. The [University of Illinois campus](#) is situated between the three major metropolitan areas of Chicago, Indianapolis, and St. Louis and is considered one of the top comprehensive research public universities in the nation. Our staff works on campus with an academically talented and ethnically diverse student population, including 18 percent international students, 16 percent Asian students, 11 percent Latino/a students, and 6 percent African American students, for a total enrollment of over 52,300 students. The University of Illinois is a traditional residential campus with nearly 20 percent of students living in campus housing.

University of Illinois Counseling Center employees enjoy a high quality of life with excellent compensation; competitive health, dental, retirement, and vision benefits; and education assistance programs. Individuals with diverse backgrounds, experience and ideas who embrace and value diversity and inclusivity are encouraged to apply.

The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.

**Primary Job Functions**

The Clinical Specialist in Education will be a generalist for clinical service provision. Additionally, the Clinical Specialist in Education will provide course instruction, supervision, and mentoring to undergraduates. Course instruction includes fundamentals of interpersonal communication, educational facilitation, cultural competency, ethical decision-making, and workshop development skills necessary for mental health peer education. The program consists of a three-semester academic course sequence incorporating service learning that combines specialized training with practical experience. Paraprofessional Program experience includes facilitating outreach and prevention services with supervision and training from Counseling Center Staff and Pre-Professional Graduate Assistants to students consistent with the mission of the Counseling Center. The successful candidate will be a well-rounded, energetic mental health and education professional who comfortably works individually and collaborative in providing effective Counseling Center programs. Also important is an ability to provide leadership in the area of emphasis while working collaboratively with other Counseling Center staff.

**Job duties and responsibilities as the Clinical Specialist in Education-Paraprofessional Program may include, but are not limited to:**

- Provide overall administration and organization of the Counseling Center Paraprofessional (CCP) program, including coordination of recruitment (application, publicity, interviewing, selection) of

new students, management of outreach events and staffing, oversee mentors and supervisors of CCPs, develop training materials, create and collect semester evaluations, create end-of-year reports, coordinate program publicity, and build collaborations within the Counseling Center, Student Affairs, and university-at-large

- Teach fundamental communication skills and workshop/group facilitation skills, provide grading and feedback, and general instructional responsibilities
- Provide time-limited counseling services for individuals and couples
- Participate in various Counseling Center, Student Affairs and campus activities and committees
- Meet regularly with the Counseling Center Paraprofessional instructional team to review syllabi/curriculum, plan specific class periods and lessons, and discuss grading/evaluation; the course is team taught and credit is offered through the Psychology Department's community projects
- Interview, hire, and supervise Paid CCP student employees
- Interview, appoint, and supervise CCP Program Pre-Professional Graduate Assistant
- Coordinate program evaluation incorporating outreach program evaluations, supervisor and mentor evaluations, and through collaboration with the Counseling Center and other departments based upon CCP involvement activities
- Chair the Counseling Center Paraprofessional Steering Committee
- Other duties as assigned

#### **Education**

- For clinicians having a terminal doctoral degree: doctorate in clinical psychology, clinical/community psychology, counseling psychology, or related field is required.
- For clinicians having a terminal master's level degree: master's degree in social work, counseling or psychology is required.
- Degree completed by start date is required

#### **Licensure**

- Licensed in Illinois or license state-transfer eligible background as a clinical psychologist required for candidates with a doctoral degree.
- Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or Licensed Marriage and Family Therapist (LMFT) in Illinois or license state-transfer eligible background is required for master's degree.
- No other licensure will be considered.

#### **Experience**

- Demonstrated interest, expertise, and experience in program administration, development, and evaluation
- Demonstrated experience in teaching fundamental communication skills, workshop development and delivery, preferable with college-aged students
- Demonstrated ability to function in a setting with both diverse student and colleagues is required
- Skilled in working independently and collaboratively required
- Demonstrated experience functioning at a high level as a generalist counselor in a diverse setting is preferred
- Previous experience in a higher-education work setting is strongly preferred
- Candidates with all levels of relevant experience are encouraged to apply

**Knowledge Required**

- Strong communication skills required
- Knowledge of best practices, efficacy, culturally competent program delivery is required

**Starting Date**

December 16, 2021 or as negotiated

**Appointment Terms**

12 months with 24 vacation days; full time regular position.

**Salary**

Salary is competitive and commensurate with experience.

To apply, please create your candidate profile through <https://jobs.illinois.edu> and upload your cover letter, vita, and contact information for three references. For full consideration, please apply by November 29, 2021. Interviews and inquiries may take place prior to the closing date; however, no hiring decisions will be made until after that date. Applicants are strongly encouraged to submit three current letters of recommendation to:

Mary Barker, HR Associate – [mdietz@illinois.edu](mailto:mdietz@illinois.edu)

University of Illinois faculty, staff, and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

Additionally, this position is a security sensitive position.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit Policy on Consideration of Sexual Misconduct in Prior Employment. As a qualifying federal contractor, the University of Illinois System uses E-Verify to verify employment eligibility.