

Counseling Center
University of Illinois at Urbana-Champaign
Clinical Specialist in Education: Grant Administrator and Digital Engagement

The Counseling Center is seeking a Clinical Specialist in Education: Grant Administrator and Digital Engagement. The function of the Clinical Specialist in Education position is to perform a variety of both administrative and clinical duties. Administrative duties of this position include providing oversight and management of externally funded Mental Health Early Action on Campus Act (MHEAC); clinical duties of this position include providing clinical services to Counseling Center clients and serving as a point person for our digital engagement platforms. The duties of this position are essential to the successful operation of the Counseling Center.

The Clinical Specialist in Education and Grant Administrator will have demonstrated expertise and knowledge in the provision of general administrative and grant services; additionally, the individual in this position will also have experience in providing general clinical services. This position requires a multiculturally-competent, thoughtful, self-reflective, and collaborative professional with strong ethical decision-making skills.

ORGANIZATIONAL RELATIONSHIPS

The Counseling Center has over 50 staff including clinical counselors, doctoral interns, professional staff, administrative staff as well as graduate assistants, undergraduate paraprofessionals, and practicum trainees. Clinical Specialist in Education: Grant Administrator and Digital Engagement has a dual reporting line to the Director of the Counseling Center and the Principal Investigator of the grant. This position is multifaceted in scope and function and is designed to assist the Director with the overall management of the Counseling Center's grant coordination and administration.

DUTIES & RESPONSIBILITIES

Specific clinical duties and grant coordination responsibilities for the Clinical Specialist in Education: Grant Administrator and Digital Engagement may include, but are not limited to:

- Grant management and coordination:
 - Provide daily management of the MHEAC grant, functioning as an integral part of MHEAC grant coordination team with responsibility for developing strategies to effectively manage and enhance programs and activities funded by the grant.
 - Serve as MHEAC grant representative and campus liaison; coordinate outreach initiatives and promotion of MHEAC grant's mission and objectives, engage in the campus community and serve as an expert, liaison, advisor and resource.
 - Provide oversight of effective training and educational initiatives, plan, design, coordinate, and conduct training, educational programs, and presentations for internal and external training needs.
 - Participate in training to ensure MHEAC and related activities fulfill grant activity requirements.
 - Research, interpret, and apply all relevant federal and state regulations and laws, University and sponsor policies, and sponsoring agency terms and conditions; advise University staff on how to best maintain compliance.
 - Collaborate with Center and MHEAC leadership to develop and implement policies, procedures, and objectives.
 - Develop MOUs with other campus and community entities.
- Digital Engagement:

- Coordinate efforts across digital engagement platforms such as Kognito, Well Track, and Togetherall; remain abreast of Illinois App and other campus platforms.
- Provide coordination and reporting of our digital engagement platforms.
- Facilitate utilization of digital platforms
- Providing Clinician Services:
 - Provide time-limited counseling services for individuals, couples and groups.
 - Participate in the training/supervision of doctoral interns, practicum counselors and undergraduate paraprofessional service providers.
 - Participate in other outreach and prevention team activities.

KNOWLEDGE

- Demonstrated knowledge of compliance policies as they relate to administrative and clinical services (e.g., HIPAA, Affirmative Action, EEOC, FLSA, FMLA).
- Demonstrated knowledge and commitment to social justice education and ability to foster a diverse, equitable and inclusive environment.
- Demonstrated knowledge of development and psychological issues of a college-aged population is required.
- Strong project management skills.
- Executive report writing and strong written and oral communication skills.
- Experience working with digital wellness platforms (WellTrack, Kognito, Togetherall, or comparable applications).

EDUCATION

- For clinicians with a terminal doctorate degree, doctorate in clinical, clinical/community, counseling psychology, or related field is required.
- For clinicians with a terminal master's degree, master's degree in social work, counseling, or psychology is required.
- Licensed eligibility in the state of Illinois is required for all degrees.

EXPERIENCE

- Demonstrated experience functioning at a high level as a generalist in a diverse setting is required.
- Previous grant management experience required.
- Previous supervisory experience (volunteer, peer education, staff supervision) is required.

PREFERRED EXPERIENCE

- Licensed as a Clinical Psychologist, Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or Licensed Marriage and Family Therapist (LMFT) in Illinois
- Previous experience in a college counseling center is preferred.
- Project management experience preferred.
- Previous experience in a higher education work setting is strongly preferred.

ENVIRONMENTAL DEMANDS

The person in this position works in a fast-paced office setting with the constant distraction of phones, inter-office communications and clients. There are occasions when the expression of grievances, requests, demands, or complaints from clients, students, staff, and others may be stressful. The work involves sitting for long periods. There is no unusual physical requirement other than the normal lifting of office supplies.

APPOINTMENT INFORMATION

This is a 100% full-time, Academic Professional position, appointed on a 12-month basis. The expected start date is as soon as possible after the closing date. Additionally, this position is a security sensitive position.

SALARY

The starting salary range is \$70,000-\$85,000 and will be commensurate based on education and experience.

APPLICATION PROCEDURES

Applications must be received by 6:00 p.m. (CST) on October 29, 2023. Apply for this position using the Apply Now button at the top or bottom of this posting. Applications not submitted through <https://jobs.illinois.edu> will not be considered. Interviews and inquiries may take place prior to the closing date. Applicants are strongly encouraged to submit three current letters of recommendation to Mary Barker, HR Associate, mdietz@illinois.edu. For further information about this specific position please contact Mary Barker (mdietz@illinois.edu). For questions regarding the application process please contact 217-333-2137.