

The University of Texas at San Antonio

Job Description

Job Title: Psychological Associate
Code: 13123
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Counseling Services/Student Affairs
Reports To: Director of Health and Counseling Services

Summary

- Function: To provide skills in the field of psychology involving counseling, case management, clinical practice assessment and measurement.
- Scope: Responsible for counseling clients on life problems, diagnosing problems, suggestion of remediation, construction and administration of testing programs, and the application of measurement and statistics to problem solution.

Duties

- Typical:
 1. Provides short-term individual, couples, and group counseling, and psychotherapy.
 2. Assesses learning disabilities.
 3. Conducts career assessments.
 4. Delivers presentations and workshops.
 5. Assists in developing programming for a diverse student population.
 6. Provides appropriate documentation and reports.
 7. Performs other duties as assigned.
- Periodic:
 1. Attends professional conferences.
 2. Works on special projects and committees.

Education

Required	Preferred
Master's degree in counseling, clinical psychology or a related field.	N/A

Other Requirements

Required	Preferred
Confidentiality Agreement. Criminal Background Check (CBC).	Licensed Professional Counselor (LPC), Psychological Associate (PA), Licensed Specialist in School Psychology (LSSP) or licensure as a clinical psychologist.

Experience

Required	Preferred
One year of related experience.	Similar experience in a university counseling center.

Equipment

Required	Possible
Personal computer and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions. Confidentiality and sensitivity are essential.	N/A
Some evening hours are required.	

Supervision

Received	Given
General supervision and review by designated administrative officers.	None

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.