

BELHAVEN UNIVERSITY

Position Title	Campus Counselor
Department	Student Development
Direct Supervisor	Dr. Shelley A. Smith, Vice President of Student Development

Overview

Belhaven University is seeking a skilled, empathic, and spiritually and emotionally mature campus counselor who has a strong desire to connect with a diverse cross-section of college students and walk alongside them on their individual developmental journeys. This is a full-time 9-month position for a licensed professional counselor or marriage and family therapist who is responsible for providing on-site counseling to traditional undergraduate students of Belhaven University. The campus counselor seeks to enhance the mission of the University by partnering with students, faculty, and staff in the common goal of developing mature and mentally, spiritually, relationally, and physically healthy men and women who seek to impact the world through service to Christ and others. The Campus Counselor serves as a resource to the faculty and staff to bring mental health care to the students of Belhaven University. This position reports directly to the Vice President for Student Development.

Functions and Responsibilities

- Serve as primary resource for students dealing with mental health related issues by providing a safe, welcoming professional therapeutic relationship where students can receive personal counseling services according to best professional practice standards and in accordance with the ethical principles set forth by the appropriate licensure board and laws of the state of Mississippi.
- Maintain accurate records for counseling sessions with students, while protecting their confidentiality.
- Manage accurate client records regarding attendance, cancellation, and waitlist in conjunction with the Vice President for Student Development.
- Promote a stigma-free positive campus environment where students can be open to receiving help for their own mental health problems and supportive of others who are doing so.
- Be accessible and visible to students by keeping office hours and maintaining a presence on campus.
- Work in conjunction with faculty, staff, Student Development, and Student Care to provide psychoeducational programs focused on mental health promotion.
- Serve as requested in staff meetings, faculty meetings, university meetings, and/or committees.
- Report cases of students planning to harm themselves or someone else to the Vice President for Student Development and work with appropriate entities to safely, respectfully, and quickly get the students appropriate care.
- Provide support to the staff of the office of Student Development in the case of mental health emergencies of Belhaven students.
- Provide on-call responsibility for mental health related emergencies.
- Periodically facilitate group sessions with students in the event of a traumatic event that directly effects the campus.
- Assist in training Resident Assistants during Fall and Spring training and as needed throughout the academic year.

- Maintain professional malpractice insurance of at least five hundred thousand (\$500,000) dollars annually.
- Perform any other duties or tasks assigned by the Vice President for Student Development.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications

The Campus Counselor must possess the knowledge, skills, and abilities to perform the essential functions of the position along with a demonstrated ability to work with college students of diverse backgrounds. A master's degree and professional licensure in mental health counseling, marriage and family counseling, social work, or a related field is preferred. The individual must understand and be personally and professionally committed to a Biblical world-view that integrates Christian faith with the learning environment as emphasized in the mission of Belhaven University. Candidates must fully support the [vision, mission, and statement of faith](#) and behavioral standards at Belhaven University.

Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link <https://www.belhaven.edu/pdfs/employment/letter-of-employment-commitment.pdf> to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Send, or email complete application packet to:

Dr. Shelley Smith
Vice President of Student Development
Belhaven University
1500 Peachtree Street
Jackson, MS 39202
Email: sdevelopment@belhaven.edu

Employment at Belhaven University is contingent upon the results of an independent background check.