

## POSITION DESCRIPTION

<b>Position Title:</b> Faculty position in Counseling (CMHC) (Faculty Rank TBD)	<b>Department:</b> Clinical Mental Health Counseling	<b>Status:</b> Full-time (9 month/benefits)
<b>Supervisor:</b> Assistant Dean of CMHC		
<b>Job Summary:</b> The faculty position in Counseling will be a “core” CMHC faculty member in a dynamic team of Counseling Faculty. The candidate must possess a strong counselor identity. Additionally, the candidate must have a high degree of expertise teaching CACREP Accredited Clinical Mental Health Counseling coursework. Effective interpersonal and communication skills, collaboration with CMHC faculty and staff members (i.e., team player) and the desire to support the mission of Northwest Christian University are paramount in this position. Position requires a strong commitment to multiculturalism and diversity.		
<b>Position Duties and Responsibilities</b> <b>General for all Faculty:</b> <ol style="list-style-type: none"> <li>1. Maintain a full time teaching load (or equivalent) as described in the Faculty Handbook and as assigned by your supervisor.</li> <li>2. As a ‘teacher-scholar’ actively engage with students in collaborative research and learning activities.</li> <li>3. Provide a solid role model of wisdom, faith, and service.</li> <li>4. Maintain and post regular office hours as specified in the <i>Faculty Handbook</i>.</li> <li>5. Attend all regular and special faculty meetings.</li> <li>6. Serve on faculty committees, as assigned by the Vice President for Academic Affairs and Dean of the Faculty within Faculty Handbook guidelines.</li> <li>7. Submit updated course syllabi each semester to the office of the VPAA for each course taught.</li> <li>8. Complete embedded course assessment and/or program assessment activities in TaskStream.</li> <li>9. Facilitate the evaluation of each of your classes each semester and contribute to the evaluation of the curriculum and instruction, ensuring the delivery of quality academic programs.</li> <li>10. Contribute to development of library resources in area of teaching expertise.</li> <li>11. Provide mentorship for students in the program.</li> <li>12. Follow the current Faculty Handbook as it pertains to faculty roles and responsibilities.</li> <li>13. Interact with the Registrar’s office in transcript evaluation and recording of student progress, as required.</li> <li>14. Actively participate in marketing of the programs as well as forming partnerships with colleagues and students where appropriate.</li> <li>15. Contribute to the integration of faith and learning by addressing this issue in class and in curriculum standards.</li> <li>16. Fulfill any other duties as assigned by supervisor.</li> </ol>		

**Specific to this Position:**

17. Assume a lead in one of the department projects (e.g., honor society, national exams, working with state counseling organizations) as assigned by supervisor.
18. Participate in clinical portfolio advising, and clinical supervision as assigned.
19. Participate in the ongoing development and growth of the Clinical Mental Health Counseling Program including knowledge and/or familiarity with the CACREP accreditation process.
20. Provide a solid model of ethical leadership while fostering academics and professionalism with students.

**Experience and Qualification Requirements:**

Earned doctorate (preferred) in Counselor Education and Supervision from a CACREP accredited program; or, an ABD from an accredited CACREP program; or, a Master's degree in a like field with minimum of 2-5 years prior teaching experience is desirable. Holding a current Oregon LPC or LMFT license or ability to be licensed in Oregon is required. Current NCC or NCMHCE. Knowledge of Oregon LPC licensing standards, Oregon law pertaining to clinical mental health counselors and CACREP Standards. Familiarity with curriculum standards and new program development protocols as well as the CACREP accreditation process.

Candidate must be actively engaged in a Christian congregation and able to identify with and support the NCU Theological Context for Community statement.

Ability to utilize Windows based software including, Word, Excel, PowerPoint. Experience utilizing e-mail for the purposes of organizational communications. Listening skills and the ability to speak and write clearly are essential to the position. Individual must possess exceptional interpersonal and communication skills.

**Working Conditions/Special Requirements:**

1. NCU seeks candidates who demonstrate a vibrant and maturing Christian faith. Application materials will include a personal statement that addresses:
    - a. how a maturing Christian faith finds expression in the candidate's personal life, family life, community life, and current church membership;
    - b. how the candidate integrates faith into his/her academic discipline, both inside and outside the classroom; and
    - c. the candidate's understanding of and ability to support NCU's Theological Context for Community statement.
  2. The applicant's list of references should include the applicant's pastor or another appropriate church leader who is able to address the applicant's faith background.
  3. The position requires a strong commitment to multiculturalism and diversity.
  4. The position requires working in a non-smoking, drug free environment.
  5. The employee must adhere to FERPA guidelines and student confidentiality at all times.
  6. The employee must have high personal motivation, with great attention to detail and accuracy, project a positive and vibrant attitude in assisting people, and have high ethics of honesty and confidentiality with a genuine and gracious presence pertaining to the students, faculty, staff, and business of the department and the University.
- This position may require lifting up to 25 lbs., as well as bending, stooping, and kneeling.

8/2019

CREATION DATE

**APPLICATION INSTRUCTIONS**

**For consideration, please submit the following materials:**

1. [NCU Employment Application](#)
2. Cover letter addressing skills, experience, and knowledge
3. CV/Resume

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4. Personal "Statement of Faith" that addresses:
    - a. how a maturing Christian faith finds expression in the candidate's personal life, family life, community life, and current church membership;
    - b. how the candidate integrates faith into his/her academic discipline, both inside and outside the classroom; and
    - c. the candidate's understanding of and ability to support NCU's Theological Context for Community statement.
  5. Contact Information for three references Contact Information for three references to include the applicant's pastor or another appropriate church leader who is able to address the applicant's faith background.
  6. Official Transcripts. (*Unofficial transcripts can be submitted with the application packet, but official transcripts will be required in the event an applicant is invited to interview with NCU.*)

Submit your packet via e-mail to: [academicsearch@nwc.edu](mailto:academicsearch@nwc.edu)

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