



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Counseling Services, Assistant Director	Student Affairs	Heath & Counseling Services, Director	.80	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964. Regular attendance is both expected and essential to the job.

Scope of Responsibilities: The Assistant Director of Counseling Services plays a pivotal role in the clinical leadership and operational success of Grace College Counseling Services. This position balances direct student and employee care with high-level administrative coordination, ensuring that mental health and wellness services are delivered efficiently, ethically, and in alignment with the college's mission. The Assistant Director oversees the flow and scheduling of clinical cases and develops the next generation of mental health professionals through intentional, developmentally relevant supervision.

General Responsibilities:

Clinical Coordination & Leadership (30%)

- Clinical Assignment Management: Coordinates clinical assignments within the office, ensuring appropriate case distribution based on therapist expertise, client needs, and current caseload capacity.
- Policy & Procedure Development: Assists the Director in the ongoing development, implementation, and evaluation of office policies and procedures to ensure best practices in collegiate mental health.
- Office Logistics: Approves non-licensed clinical paperwork, manages staff calendars, and participates in biweekly planning meetings with the Director, campus nurse and health & counseling administrative assistant.
- Operational Support: Serves as a key member of the leadership team, acting on behalf of the Director when necessary and helping to streamline day-to-day office operations.

Supervision & Training (30%)

- Clinical Supervision: Assists with the hiring and orientation of graduate trainees (practicum/intern/doctoral). Directly supervises graduate students and non-licensed master's level staff, providing regular individual and/or group supervision to foster clinical growth and ensure high standards of client care. Clinical supervision often includes the review of recordings and completion of required evaluations.
- Staff Training: Assists director with office-related training initiatives for clinical staff as well as various campus groups (i.e., faculty, staff, student leaders) to enhance the campus-wide response to mental health needs.

Direct Care (35%)

- Crisis/On-Call: In conjunction with the director, responds promptly to student crises via the on-call schedule, crisis hour oversight and supervisee case load management. In cases of emergency, will work with the Director (and when warranted the Vice President of Student Affairs and/or the Associate Dean of



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Students and/or the Dean of the Chapel and/or the RD-on-Call) to determine the best course of action for a student client or student in crises.

- Individual Counseling: Engages in direct service hours with student clients, maintaining a caseload and associated clinical paperwork based on expectations set by the Director. Provides high-quality individual counseling to Grace College student clients, managing a diverse range of presenting concerns including, but not limited to, anxiety, depression, identity development, interpersonal distress and stress management.
- Group Counseling: Facilitates therapeutic or psychoeducational groups designed to address common student needs and build supportive communities on campus.
- Grace Employee Wellness Initiatives, Clinical: Assists the Director in the ongoing development, ethical implementation, and evaluation of Grace employee clinical wellness initiatives: single session consultations, individual & group counseling.

Outreach & Wellness Initiatives (5%)

- Programming: Develops, executes, and evaluates campus outreach and professional development programming specific to mental health and wellness.
- Grace Employee Wellness Initiatives, Non-Clinical: Assists the Director in oversight of non-clinical wellness initiatives (i.e., The Harbor) available to Grace College employees.

Supervisory Responsibilities:

Supervisory/Professional Level-Assists with the hiring and orientation of graduate trainees (practicum/intern/doctoral). Directly supervises graduate students and non-licensed master's level staff, providing regular individual and/or group supervision to foster clinical growth and ensure high standards of client care. Clinical supervision often includes the review of recordings and completion of required evaluations.

Qualifications:

A. Minimum:

1. Education: Master's or Doctoral degree in Counseling, Clinical Psychology, Social Work, or a related field.
2. Licensure: Must be a Licensed Mental Health Counselor (LMHC), Licensed Clinical Social Worker (LCSW), or equivalent, with the ability to provide clinical supervision in the state of Indiana.
3. Work related experience: Previous experience (minimum of one year) in a counseling setting with demonstrated skill in leadership, administrative coordination, and crisis assessment.
4. Interpersonal skills: Demonstrates warmth, confidentiality, trust-building, team-focus, stability, calm, clear instruction during crises, and a high degree of organization.
5. Strong Christian faith, commitment and volunteer service experience.

B. Preferred:

- Experience: Previous experience in a collegiate counseling setting is preferred, with demonstrated skill in clinical supervision, administrative coordination, and crisis assessment and oversight.



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- Clinical Acumen: Deep understanding of developmental issues relevant to college-aged populations.
- Organization: Strong ability to manage complex schedules and clinical assignments in a fast-paced environment.
- Interpersonal Skills: Ability to mentor graduate students with a balance of challenge and support.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Docs.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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