



### Position Description

Position Title: Director, MS Counseling Program  
College: Health Sciences  
School: Behavioral and Exercise Sciences  
FLSA Status: Exempt  
Called Position: Yes/Faculty  
Revised: March 2024

**Job Summary:** The Program Director serves as the primary administrator for the Master of Science in Professional Counseling program. This Program Director is ultimately responsible to ensure that the curriculum aligns with the mission of the college, the program learning outcomes, and meets the requirements for licensure by the Wisconsin Department of Safety and Professional Services.

### Duties and Responsibilities

- Oversee the MS in Professional Counseling curriculum in collaboration with the School Chair and Dean
- Teach approximately three (3-credit) courses per year
- Manage the budget for the program
- Provide academic and career advisement for counseling students
- Lead assessment and accreditation efforts
- Prepare course offering schedules each semester
- Recruit and manage adjunct faculty
- Coordinate marketing strategies with the Office of Marketing and Communication
- Coordinate recruitment strategies with the Office of Enrollment
- Expectation to acquire Ministry Certification expectation in WELS within six years of hire
- CPR certification (BLS)

### Other requirements

- Fulfill WLC's expectations in the areas of teaching, scholarship, and service for faculty
- Maintain a campus presence of at least four days per week during the fall and spring semesters
- Alignment with WLC mission and ministry values in accordance with WLC's Christian code of conduct (membership in church affiliated with the WELS or ELS is preferred)

### Knowledge, Skills, and Abilities

- Excellent organizational skill; proven verbal, written and presentation skills; and the ability to communicate effectively with a variety of audiences that include internal and external partners such as students, faculty, staff, and administration using judgment and professionalism in each situation
- Ability to build constructive working relationships and function collaboratively and cooperatively as a member of a team to support and contribute to the college's success
- Goal driven with the desire to work in a fast-paced team environment and manage multiple responsibilities
- Demonstrated ability to use a personal computer and various software packages such as Microsoft Office, Zoom, and learning management software (e.g. Canvas, eLearning, etc.)