Duke University  
Division of Student Affairs  
Exempt Position Description

Official Job Title: Staff Psychologist  
Working Title: Associate Director for Campus Community Engagement  
Job Code/Level/Family: 1924/15/17  
Department: Counseling and Psychological Services (CAPS)  
Supervisor: Director  
Position Status: Regular; Full-time; Exempt

Scope of Responsibilities: Under the direction of the Director of CAPS, the Associate Director: Director of Campus Community Engagement works collaboratively with CAPS Associate Directors and Administrative and Financial Coordinator to oversee all center activities. The Associate Director: Director of Campus Community Engagement will provide specific oversight for student-focused activities that prevent suicide, decrease stigma, and facilitate help seeking behaviors. The Associate Director will work collaboratively with faculty, staff, employees, parents, alumni, and students to promote the health and well-being of Duke students, placing priority on the ways marginalization, discrimination, and oppression negatively impact mental health. The Associate Director: Director of Campus Community Engagement will serve on the administrative leadership team for CAPS, chair the Campus Community Engagement steering committee, and provide administrative supervision for CAPS staff members.

Duties

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<th>The Associate Director: Director of Campus Community Engagement:</th>
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<td>• Demonstrates a commitment to dismantling systems of marginalization, discrimination, and oppression that contribute to resultant inequities for CAPS staff and the students they serve;</td>
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<td>• Commits to serving students, especially those impacted by systems of marginalization, discrimination, and oppression, in the places they live and learn by validating their lived experiences and engaging their resilience;</td>
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<td>• Commits to educating the campus community on the ways privilege is perpetuated and differentially impacts student mental health;</td>
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<td>• Ensures that campus community engagement services fit within the overall scope and mission of CAPS, Student Affairs, and Duke University;</td>
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<td>• Provides leadership for campus community engagement services operations including: mission, vision, policies, procedures, and training;</td>
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<td>• Establishes campus community engagement services policies and procedures consistent with ethical guidelines, best practices, and applicable state and federal statutes;</td>
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<td>• Works within a comprehensive communication strategy to promote staff input, participation, and buy-in for CAPS campus community engagement systems and</td>
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### General Qualifications
- Completed doctoral level degree in a mental health related field from an APA-approved program.
- Licensed or license-eligible (post-degree hours complete) in the State of North Carolina.
- Competitive candidates will have five or more years of related professional experience.
Additional Job-Specific Skills and Competencies

- Demonstrates experience and expertise in systems consultation and community engagement.
- Demonstrates experience and capability to work as part of a highly cohesive and interdisciplinary team in a university counseling center and with professionals in other campus units.
- Demonstrates effective interpersonal skills that facilitate organizational health.
- Demonstrates a commitment to self-awareness and desire for growth related to intersectionality and the ways marginalization, discrimination, and oppression impact individuals and systems.
- Experience in the provision of crisis intervention and consultation is essential.
- Experience leveraging social media as a means to engage the campus community.