

Clinical Coordinator for the Counseling Psychology/School
Psychology PhD Program
University at Buffalo, The State University of New York

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Posted Nov. 7, 2022, set to expire Aug. 4, 2023

Job Title	Clinical Coordinator for the Counseling Psychology/School Psychology PhD Program
Department	Counseling, School, and Educational Psychology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Rehabilitation Counseling/Psychology Counseling/Human Services
Job Website	https://www.ubjobs.buffalo.edu/postings/38689
Apply By Email	
Job Description	

Position Summary

The **clinical coordinator** plays a key administrative role with the [Counseling Psychology/School Psychology PhD Program](#). In this position you will:

- Work closely with students, site supervisors, field placement instructors, program director, and other faculty and staff to facilitate the practicum and internship placement setup and approval process.
- Manage the Affiliation Agreement process between the University at Buffalo and

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participating community agencies to ensure all placements are within program and current APA accreditation guidelines.

- Assist students with locating available, appropriate practicum and internship sites.
- Responsible for developing, updating, and disseminating student practicum and internship forms and Clinical Placement Manual.
- Monitor student performance/progress to ensure maintenance of professional and ethical standards.
- Plan and host the program's annual internship/practicum fair of prospective sites Engage in community outreach and efforts to develop and identify new clinical training sites.
- The clinical coordinator will also be responsible for maintenance of database tracking for practicum and internship site locations, supervisor resumes, completed and pending Affiliation Agreements, updated liability certificates, student clinical progress, and evaluation information. Will set up access and maintain tracking of required clinical supervision training and orientation for site supervisors. Contribute to APA accreditation reporting and associated documentation related to the practicums and internships. Be familiar with department, GSE, and UB webpages and policies as well as the program Student Handbook. Attend scheduled meetings when appropriate and as needed.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness.

Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action-equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- Masters degree in Counseling, Psychology or related field

Preferred Qualifications

- Doctoral degree in Psychology or related field
- One year (or more) experience working in the counseling, school psychology, or psychology field is preferred.
- NYS licensed psychologist is preferred.
- Experience in communicating and collaborating with school and or agency-based community service providers.
- Advanced skills in professional writing, communication, and basic database management.
- Appreciation for diversity and disability sensitivity when working in multicultural environments of faculty, students, and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact