



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 11/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Psychology Intern

JOB SUMMARY

Performs supervised individual, couples, crisis intervention and group counseling to students experiencing social, emotional, and vocational problems. Provides psychological assessments and makes appropriate referrals. Supervision for work provided by a licensed Psychologist. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Director, Counseling Services/Director of Training

Supervises: Practicum students

ESSENTIAL DUTIES - May include, but not limited to the following:

- Conducts intake interviews with students who request counseling services.
- Provides counseling to TWU students on a scheduled or crisis intervention basis.
- Provides clinical supervision to Practicum students.
- Provides outreach workshops and lectures.
- Provides psychological assessment.
- Maintains up-to-date files on clients and supervises.
- Consults with faculty and staff concerning student needs.
- Acts as a liaison between client and community resources as needed.
- Attends training seminars and supervision on a weekly basis.
- Represents the department and division at public relations events.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Must be a current Doctoral student in a counseling or clinical psychology program which requires an internship. Must have completed the equivalent of four semesters of supervised practicum courses in counseling/psychotherapy, a course in group psychotherapy, and all other course work and qualifying examinations.

EXPERIENCE

The equivalent of four semesters of supervised practicum courses in counseling/psychotherapy.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.