



Position Title: Clinical Coordinator – Professional Counseling Program

Department: Graduate Program in Professional Counseling

Reports to: Program Director of M.S. in Professional Counseling

FTE: 1.0

FLSA Status: Exempt

WLC's M.S. in Professional Counseling Program seeks qualified candidates for the faculty position of Clinical Coordinator beginning July 1, 2025. This position will serve as a professor in the professional counseling master's program, the clinical coordinator within the program, and as a liaison between the site supervisors and students.

This position has roles in teaching, service, and scholarship with about half the position ascribed to classroom instruction or group supervision courses and half in service and scholarship. Service on academic committees and in the church and community are essential.

The clinical coordinator is responsible for the coordination of the practicum and internship experiences. They source excellent experiences for our students and maintain quality partnerships. They work collaboratively with community partner site supervisors and students to adhere to the requirements of the program, and the state and accreditation standards for field experiences. The clinical coordinator works closely with the Program Director to ensure excellence and support student growth.

Active membership in good standing in the Wisconsin Evangelical Lutheran Synod (WELS), the Evangelical Lutheran Synod (ELS), or another confessional Lutheran denomination in fellowship with WELS is preferred as this is a professional counseling program that offers Christian integration opportunities.

Duties and Responsibilities

Below are a list of duties and responsibilities for this position. Such duties and responsibilities include but are not limited to:

- Teaches general counseling and clinical courses
- Advises master's counseling students
- Works collaboratively with faculty, program director, and site supervisors regarding practicum and internship experience sites
- Coordinates the administrative aspects of clinical experiences within the department from the application process to assisting with class assignments
- Conducts and organizes sections of group supervision experiences as required under program, state and accreditation parameters
- Maintains on-going communication with site supervisors to ensure compliance with all departmental expectations for clinical experiences and to support site supervisors' roles
- Reviews and monitors site supervisors' qualifications and maintains a database of such information
- Educates, trains and monitors use of HIPAA compliant field experience software
- Assists site supervisors in receiving communication about professional development opportunities

- Works in conjunction with program director and other faculty to offer continuing education units for supervision in the community
- Works with students and site supervisors to address or resolve concerns and issues that might arise during practicum, internship, and/or bridging experiences
- Coordinates practicum and internship experiences and maintains a database of sites
- Facilitates regular communication with site supervisors about student progress and performance during clinical experiences
- Facilitates clinical experience orientations for students and site supervisors
- Works with technology used with the clinical experiences and courses in the department like Supervision Assist, Microsoft Teams, E-learning, Canvas, etc.

Education and Qualifications

The faculty member in this position will possess the following qualifications and educational background:

- Earned Doctorate in Counselor Education from an institution accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) or ABD is strongly preferred
- Those who have earned a Master's in Professional Counseling will be considered; however, this individual will be required to pursue the terminal degree for the teaching field, which is the PhD in Counselor Education and Supervision
- Hold a current professional license in counseling in the state of Wisconsin and appropriate liability insurance
- Demonstrated commitment to excellence in education, ability to teach to all learners, and humility in multicultural approaches.
- Previous teaching experience in higher education
- Previous supervisory experience which could include any of the following:
 - taught supervision courses such as counseling practicum and/or field practicum; or
 - demonstrated experience in clinical supervision, or
 - hold the Approved Clinical Supervisor (ACS) credential or equivalent supervisory credentialing designation, or
 - experience serving as a clinical supervisor
- Technology Use
 - Ability to use office and classroom technologies, including computers, projectors, audio systems, and other multimedia tools for presentations and lectures.
- Physical Requirements:
 - Ability to stand, walk, sit, and climb in carrying out daily duties.
 - Ability to move between classrooms, offices, and buildings as necessary for meetings, classes, and departmental/campus activities.
 - Ability to lift up to 25 lbs. periodically.

Qualified candidates should send a cover letter discussing background, interests, and teaching philosophy in the context of a confessional Lutheran liberal arts college; curriculum vitae; and three letters of recommendation, discussing personal qualities via email to the Search Committee Chair, Prof. Karen Fischer (karen.fischer@wlc.edu) and human.resources@wlc.edu. Review of candidates will continue until the position is filled.