~Position Description~

Assistant Professor in the Department of Counselor Education
Assessment Coordinator

Position FE0802

Position Description:
This is a tenure-track position in a dynamic and productive CACREP accredited Counseling Program. This position is for a “generalist” in counselor education who can also teach a wide variety of courses in statistics, qualitative and quantitative research and data analysis in clinical mental health counseling and school counseling. Responsibilities will include teaching a broad range of courses in the on-campus and the Online Master’s program and the online Ph.D. program. In addition to teaching, this position will serve as the testing coordinator supporting students by coordinating the comprehensive exam, licensure exam and all planning associated with testing and assessments in the department. Some travel, evening, weekend, and on-line course delivery are required. Hard work, initiative, flexibility, and a sense of humor are valued!

Qualifications:
1. Doctorate in Counselor Education and Supervision
2. Dedication to teaching excellence.
3. Active participation in professional organizations.
4. Demonstrate the ability to work collaboratively with other academic departments, community agencies, and public schools.
5. Show a record of professional scholarship and achievement.
6. Teaching experience preferred and familiarity with on-line course delivery desirable.
7. Eligibility as a Licensed Professional Counselor in Colorado preferred.
8. Ability to perform the duties in the position description.
Coordinator Duties

Testing Coordinator Responsibilities

Design and disseminate test application for the Counselor Preparation Comprehensive Examination (CPCE) to students who are graduating in the following semester of the program.

Collect and maintain application data for students selecting Anywhere Proctor Based (APB) testing in Alamosa or Computer-Based Testing (CBT) at a Pearson VUE center outside of Alamosa.

Coordinate with the Graduate Center at Adams State University to set up proctors and testing windows for the CPCE and the National Counselor Examination (NCE)

Disseminate student letters that provide information regarding payment information, ASU site code, and additional policies for the exam. Letters are to be sent in advance of exam testing windows.

Maintain student score information in a database and inform students of score and pass or fail status at the end of each testing month. Coordinate with advisor in Counselor Education Department in order to facilitate graduation process.

Compute statistical information regarding scores and pass rates and prepare for distribution to faculty, staff, and stakeholders.

Develop list of possible graduates with grizzly email address information as well as specialty information and submit to the National Board of Certified Counselors (NBCC) for the National Counselor Examination (NCE).

Plan testing date for NCE at ASU in the spring and fall semesters. Coordinate with NBCC to set up Internet-Based Testing (IBT) at the Graduate Center at ASU.

Maintain data for NCE pass rate information and prepare for distribution to faculty, staff, and stakeholders.

Serve as a support for students who have questions regarding the NCE or CPCE

Manage Blackboard resources for the CPCE and NCE.

Coordinate the assessment tests for the Assessment class. Purchase the assessments for the department and coordinate with the instructors to disseminate the assessments to the students.