Job Title: Practicum Coordinator  
Department: Counseling  
Reports to: Associate Chair for Clinical Training, Counseling

**PRACTICUM AND INTERNSHIP COORDINATOR, COUNSELING PROGRAM**

Under the supervision of the Associate Chair for Clinical Training, the person in this full-time Clinical Faculty position will serve as liaison to all practicum training sites and students for the PAU Counseling Program to ensure site quality, training, policies and procedures are consistent with standards in the profession (CACREP accreditation, state licensing requirements) as well as PAU site criteria and student responsibilities. The Practicum Coordinator takes direction from the Associate Chair in order to organize and oversee practicum site visits, create and maintain meaningful relationships with practicum site training directors and supervisors, and ensure clear communication between the University and sites. The Practicum Coordinator works closely with the Director of Clinical Training Management Support Systems to ensure student placements and paperwork meet accreditation, program, and institutional needs.

Successful candidates must be able to engage and support students of color, women, LGBTQ+ students, and other underrepresented groups, and will be interested in participating in initiatives that aim to increase inclusivity. Clinical Faculty is a staff appointment with a coterminous Clinician Educator faculty appointment in the Department of Counseling.

Institutional Information: Palo Alto University (PAU) is a private, nonprofit educational institution, accredited by the Western Association of Schools and Colleges. PAU is dedicated to education with an emphasis in the behavioral and social sciences; to promoting future innovators and leaders for the benefit of society; to generating knowledge through research and scholarship of the highest level; and to providing services to the community informed by science and scholarship. PAU offers a collegial and productive work environment in the San Francisco Bay Area, a competitive salary, and an attractive benefits package. The students at PAU reflect the diversity of the area, are engaged in their education, and committed to improving the lives of
others. PAU's core values include social justice and cultural competency. PAU is a private, nonprofit educational institution, accredited by the Western Association of Schools and Colleges, and is an Equal Opportunity/Affirmative Action Employer.

**JOB DESCRIPTION**

The Practicum and Internship Coordinator is charged with having responsibility for the coordination of practicum and internship experiences in designated counselor education program(s) and responding to inquiries regarding practicum and internship.

**Job duties include but are not limited to:**

- Coordinate practicum and internship experiences within the counseling department
- Respond to inquiries regarding practicum and internship
- Collaborate with the Clinical Training team to create, update, improve, and implement policies for Clinical Training in the Counseling Program
- Responsible for the quality of the clinical training in the program in practicum and internship
- Develop and maintain relationships with sites and site supervisors, monitor quality of such sites
- Screen and approve new practicum sites
- Train, and assist practicum faculty in their work with students
- Regularly communicate and respond to practicum sites regarding training issues and program quality
- Conduct site visits as needed (in person or remotely)
- Manage and coordinate troubleshooting regarding problems/concerns about students at practicum sites.
- Respond to emergency scenarios impacting clinical training
- Serve as primary point of contact for students and sites regarding clinical training concerns
- Works closely with the Director of Clinical Training Management Support Systems on Practicum Orientations; student concerns; and faculty adherence to policies
- Work with clinical training technology and maintain competency with the changing platforms
- Coordinate annual practicum and internship agency fair
- Disseminate policies and procedures for clinical training at Palo Alto University through communication with students (email; orientation; one on one meetings; practicum manual; practicum FAQs)
- Coordinate and comply with CA BBS to stay updated on ever changing policies and procedures; communicate these changes to faculty, staff, and student. Attend MFT & CALPCC education meetings to stay updated and connected on board policies.
- Remain apprised of changes to licensure laws in states and countries where we train students; stay abreast of national and international trends in licensure
QUALIFICATIONS

- Doctoral degree in counselor education from a CACREP accredited program
- Licensed or license eligible in California as either a LPCC or LMFT
- Demonstrated commitment to diversity, equity, and inclusion in higher education
- Demonstrated excellence in interpersonal skills and experience working with students, faculty and clinical supervisors who represent a wide range of ethnically and culturally diverse, marginalized, and underrepresented groups
- Excellent communication and interpersonal skills in video conferencing, in-person interactions, e-mail and chat
- Minimum of two years of postgraduate professional experience; clinical training, supervision, and administrative experience preferred

SPECIFIC KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of CACREP core clinical competencies, standards of accreditation (especially related to clinical training), and counselor licensure
- Ability to interact effectively as a team member and work collaboratively with other departments
- Proficiency with clinical training software and platforms. Previous experience working with, and/or managing data in an administrative capacity preferred.
- Excellent organizational skills and strong attention to detail
- Ability to communicate effectively with an ethnically and culturally diverse campus and training community

TO APPLY: Submit the following: 1) a curriculum vitae; 2) a cover letter detailing your interest in the position, how your experience would enhance what PAU currently provides or could provide in the future, your relevant qualifications; and 3) the names and e-mail addresses for three references (include within cover letter). Submit all materials electronically, with “Practicum and Internship Coordinator” in the subject line, to ?????@paloaltou.edu. Review of applications will begin as applications are received and will continue until the position is filled. The position is scheduled to begin as soon as is viable after it is filled.