



Title: Program Coordinator-Mental Health Associate Program

Job ID: 242517702601

Campus: Uvalde

Closing Date: Until Filled

Job Summary: The Program Coordinator for the Mental Health Associate of Applied Science Program is responsible for the overall planning, development, implementation, and evaluation of the program. The coordinator will ensure compliance with accreditation standards, oversee curriculum development, and provide leadership for faculty and students. This position requires a strong commitment to student success, mental health education, and community engagement. Work environment primarily office and classroom setting with some travel for community outreach and professional development.

Key Responsibilities:

- Develop and manage the curriculum to meet accreditation and industry standards.
- Oversee faculty recruitment, hiring, development, and performance evaluation.
- Teach program courses as needed.
- Ensure compliance with accreditation, certification, and licensing requirements.
- Develop and implement student recruitment, retention, and success initiatives.
- Advise and mentor students on academic and career pathways.
- Establish partnerships with mental health organizations and professionals for internships, field experiences, and employment opportunities.
- Monitor program outcomes and implement improvements based on assessment data.
- Manage program budget and resources efficiently.
- Collaborate with college leadership and other departments to support institutional goals.
- Organize and participate in community outreach and professional development events.

Skills:

- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- Experience in curriculum development and assessment.
- Knowledge of accreditation and compliance standards.
- Ability to work collaboratively with students, faculty, and external stakeholders.

Classification: Full-time, Non-Exempt

Department: Applied Sciences

Salary: Commensurate with education and experience based on salary schedule. (10-month non-tenure)

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Minimum of Master's degree in Mental Health Counseling, Psychology, Social Work, or a related field **required**. Terminal degree desirable.

Experience & Training: Minimum of three (3) years of experience in mental health services, with at least one (1) year in a leadership, academic, or supervisory role. Must hold or be eligible for relevant licensure/certification (e.g., LPC, LCSW, LMFT). Experience in higher education teaching and program administration preferred. Knowledge of best practices in mental health education and workforce development preferred. Familiarity with online and hybrid learning models preferred.

Additional Qualification Requirements: Requires flexible availability, including occasional evenings and weekends. Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTX insurers. Travel required to other locations served by the college.