



**OPENS: 6-18-10**  
**CLOSES: 7-9-10**

### **Program Associate**

Antioch University Seattle (AUS) offers an outstanding opportunity for a part-time (20 hours per week) Program Associate in the School of Applied Psychology, Counseling and Family Therapy.

The Seattle campus is one of Antioch's five locations and is situated north of the Belltown neighborhood. Antioch University, founded in 1852, is known for innovations in education such as a commitment to transformative learning and applied knowledge, multiculturalism, and socially engaged citizenship.

### **Background**

Antioch Community Counseling & Psychology Clinic provides outpatient therapy, assessment, and consultation services to children, adolescents, adults, couples, and families. The clinic also serves under-represented populations with a sliding scale for those with limited income. Students enrolled in one of the Masters and Doctoral programs in Clinical Psychology serve as therapists or evaluators and are highly supervised by licensed professionals. The clinic serves approximately 300 clients.

### **Purpose**

Reporting to the Dean of Psychology, coordinate daily operations of clinic and schedule coverage of front desk staff (graduate assistants, fellows, interns). Ensure persons working in the clinic are oriented to clinic policies and procedures. Produce various reports in a timely manner.

### **Applicants must meet the following qualifications:**

- Two-year (AA) degree required.
- Three (3) years of office experience required.
- Word processing and database skills required.
- At least one year of experience with financial tracking and reporting systems.
- Working knowledge of HIPAA compliance procedures.
- Ability to maintain a high degree of confidentiality.

*Equivalent education/experience may substitute for minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

Standard work week is 35 hours. Some evening and weekend hours are required.

Antioch University is an Affirmative Action/Equal Opportunity Employer. It is the policy of the University not to discriminate against and to provide equal employment opportunity to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, and veteran status.

### **APPLICATION PROCESS**

#### **Complete and submit the following documents:**

- Cover Letter
- Resume
- Application for Employment
- Applicant Data Form

#### **Choose one option for submitting your documents:**

E-mail: [AUSHR@antiochseattle.edu](mailto:AUSHR@antiochseattle.edu), Fax: 206-441-3307, OR Mail: Human Resources, 2326 6<sup>th</sup> Avenue, Seattle, WA 98121

The final hiring process involves employment reference checks and a background check.

If accommodations are required either to complete the application process, and/or if selected for an interview, please contact the Human Resources Department at 206-268-4022. TTY: 206-728-5745.