



**SOUTHWESTERN COLLEGE
& NEW EARTH INSTITUTE**

CONSCIOUSNESS-CENTERED GRADUATE SCHOOL, SANTA FE, NEW MEXICO



Program Director, Clinical Academic Programs JOB DESCRIPTION

REPORTS TO: Vice President of Academic & Student Affairs

CLASSIFICATION: Exempt

POSITION TYPE: Full-Time

REMOTE OR HYBRID ELIGIBLE: No

BENEFITS ELIGIBILITY:

Employees who work 30-40 hours per week are eligible for all full-time benefits including paid time off, sick leave, health, dental and vision insurance, education benefits, retirement benefits, and professional development opportunities.

SUPERVISORY RESPONSIBILITIES: Full-time and adjunct faculty in the MA in Counseling (CN) and MA in Art Therapy/Counseling (ATCN) programs

POSITION SUMMARY:

The Program Director is a visionary, strategic, and service-oriented leader who stewards Southwestern College's (SWC) Counseling (CN) and Art Therapy/Counseling (AT/CN) master's programs through a transformational, consciousness-based approach to education. Rooted in the College's mission and values, the Director integrates academic excellence with personal and collective growth so that students, faculty, and programs thrive. The Director provides holistic leadership in curriculum, teaching, mentorship, and faculty development; champions innovation and continuous quality improvement; and ensures alignment with applicable professional accreditation standards and institutional priorities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Academic Leadership & Program Administration

- Provide accountability for overall leadership of CN and AT/CN programs, grounded in principles of transformation and consciousness.
- Guide program vision and strategic planning in alignment with the College's mission, vision, and core values.
- Facilitate faculty collaboration, shared leadership, and inclusive decision-making processes.



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- Participate in college-wide committees and initiatives, maintaining a vibrant academic community grounded in holistic, consciousness-based education.

Faculty Supervision, Development, & Support

- Recruit, mentor, supervise, and evaluate clinical faculty teaching in CN and AT/CN programs, nurturing their growth as reflective educators.
- Support adjunct faculty through mentoring, curriculum development, and alignment with program and college outcomes.
- Cultivate a collegial culture of collaboration, creativity, and accountability.

Teaching & Mentorship

- Teach one course per quarter, modeling transformational pedagogy and consciousness-based education.
- Mentor faculty and students, fostering both professional excellence and personal growth.

Curriculum & Program Development

- Provide visionary leadership for curriculum development, ensuring programs remain innovative, rigorous, transformational, and aligned with SWC's mission, purpose, and core values.
- Ensure alignment with accreditation standards (CAAHEP/ACATE, CACREP), institutional learning outcomes, and professional competencies.
- Lead continuous program evaluation and quality improvement initiatives.

Student Support & Engagement

- Serve as an academic advisor and mentor, supporting students' holistic success and well-being.
- Participate in student recruitment, admissions, orientation, and graduation processes.
- Guide practicum and internship placement, ensuring transformational learning experiences.
- Coordinate with the TNCC Clinical Director to ensure practicum and internship experiences are aligned with the mission, purpose, and core values of the College, meet program and accreditation standards and competencies, and are appropriate for developing counselors/therapists.



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Accreditation & Assessment

- Oversee program accreditation compliance and reporting.
- Develop systems of assessment that integrate data-driven decision-making with mission-driven reflection and improvement.

Professional Engagement & Service

- Cultivate partnerships with community organizations and professional networks.
- Engage in professional development, scholarship, and service to the fields of counseling and art therapy.
- Represent all programs and the College in regional and national forums.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & DISPOSITIONS:

- Alignment with the vision, mission, purpose, core values, and consciousness-based and transformational focus of the College.
- Visionary Thinking – ability to articulate clear and compelling vision and connect day-to-day work to long-term purpose.
- Change leadership – ability to anticipate, embrace, and guide others through change, balancing stability with adaptability in evolving contexts.
- Strong communication, collaboration, and mentoring skills
- Communication & Inspiration - ability to inspire and empower others and practices active listening to foster trust and inclusion.
- Emotional intelligence & Relational Leadership – demonstrates empathy, self-awareness, and regulation and recognizes and responds effectively to the needs and feelings of others.

Key Leadership Dispositions:

- **Authenticity** – Leads with integrity, transparency, and consistency between values and actions.
- **Optimism & Hope** – Holds a positive outlook, even amid challenges, to keep morale high.
- **Service Orientation** – Prioritizes the well-being and growth of others (servant-leader mindset).
- **Courage & Risk-Taking** – Willing to challenge the status quo and take principled stands.
- **Inclusivity** – Values diverse voices and perspectives; fosters belonging.
- **Resilience** – Maintains persistence and steadiness during adversity.
- **Humility** – Recognizes leadership as a collective process, not an individual spotlight.



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MINIMUM QUALIFICATIONS:

- Master's degree in counseling or related field (e.g., art therapy)
- LPC and Supervisor License in New Mexico
- Minimum of 5 years of clinical experience and 5 years of teaching clinical courses in a higher education setting
- Minimum of 5 years of academic leadership experience in a higher education setting
- Expertise in curriculum and program development, assessment, and evaluation.
- Knowledge of accreditation processes (CAAHEP/ACATE, CACREP) and professional preparation standards.
- Technological proficiency, including LMS, SIS, and Microsoft Suite

PREFERRED QUALIFICATIONS:

- Doctoral degree in Counseling, Counselor Education, or related field
- Experience with online teaching and program administration
- Active engagement with state/national counseling organizations