JOB DESCRIPTIONS

**Director** - The Director of the Clinic shall be a Speech-Language Pathologist or Audiologist. The Director is assigned half-time for clinical administration, and half-time for clinical education, teaching, and/or scholarship. Responsibilities under clinical administration include overseeing the clinical portion of the Council for Academic Accreditation compliance; coordinating the clinical assignments for professional staff and student clinicians; overseeing clinic operations, billing and collections, budget management and records management; and program development. Clinical education and teaching responsibilities are as described under Clinical Speech-Language Pathologist/Audiologist. The Director is employed on a 12-month contract. The Director reports to and is evaluated by the Chair of the Department of Communication Sciences and Disorders.

The Director should have at least a Master's Degree in Speech-Language Pathology or Audiology. In addition, the Director must hold a current Certificate of Clinical Competence in Speech-Language Pathology or Audiology from the American Speech-Language-Hearing Association, and North Carolina licensure in Speech-Language Pathology or Audiology. The Director should have had at least five years work experience in his/her discipline after completion of the graduate degree, and clinical administrative experience.

**Clinical Audiologists** - The Clinical Audiologists may have strictly clinical duties, or may have a mixture of clinical and teaching duties, depending on individual contract terms. A clinical audiologist will have at least a quarter-time clinical assignment. If the employment contract is for 12 months, clinical duties are to be performed year-round except for stated holidays, annual leave time, or continuing education leave. Clinical duties will involve mainly clinical education activities with students during those times when classes are in session, and direct service provision when classes are not in session. If the employment contract is for nine months, clinical duties are performed during the academic year. Summer clinical duties will depend on clinical need and availability of funds for summer stipends. Clinical duties in either case will mainly involve clinical education activities with students.

A Clinical Audiologist must have at least a Master's degree in Audiology; possess a current Certificate of Clinical Competence in Audiology from the American Speech-Language-Hearing Association and North Carolina licensure in Audiology. The clinical audiologist should have at least three years' clinical experience post-Master's degree, and experience in clinical education.

**Clinical Speech-Language Pathologists** - The Clinical Speech-Language Pathologists may have strictly clinical duties, or may have a mixture of clinical and teaching duties, depending on individual contract terms. A Clinical Speech-Language Pathologist will have at least a quarter-time clinical assignment. If the employment contract is for 12 months, clinical duties are to be performed year-round except for stated holidays, annual leave time, or continuing education leave. Clinical duties will mainly involve clinical education activities with students during those times when classes are in session, and direct service provision when classes are not in session. If the employment contract is for nine months, clinical duties are performed during the academic year. Summer clinical duties will depend on clinical need and availability of funds for summer stipends. Clinical duties in either case will mainly involve clinical education.

A Clinical Speech-Language Pathologist must have at least a Master's Degree in Speech-
Language Pathology; possess a current Certificate of Clinical Competence in Speech-Language Pathology from the American Speech-Language-Hearing Association and North Carolina licensure in Speech-Language Pathology. A Clinical Speech-Language Pathologist should have at least three years' clinical experience post-Master’s degree, and experience in clinical education.

**Administrative Assistant** - The Administrative Assistant for the Department of Communication Sciences and Disorders serves as the point person for all budget and personnel matters related to the clinic.

**Billing Specialist** - The Billing Specialist is responsible for overseeing the management of client records for the Institute for Health and Human Services – Clinical Division. Duties also include: conducting client interview for financial responsibility for services and invoicing for these services; assisting with student worker responsibilities; and assisting with the compilation of service statistics.

**Administrative Associates** - The Administrative Associates oversee the management of the Institute for Health and Human Services – Clinical Division. This includes: maintaining the library containing tests, manuals, and forms used daily in evaluations and therapy; maintenance of clinical records and the records of students in training; maintenance of office and clinical supplies and equipment; helping to compile service statistics; and processing of all incoming and outgoing mail, including clinical reports. Reception duties include: clinical appointment scheduling, greeting clients and notifying clinical educators and students concerning appointments.