



General Description	
Position Title:	Students Wellbeing Coordinator/Psychologist
Name of Department:	Human Resources
Supervisor of the Position:	Human Resources Coordinator
Location of Position:	Headquarters
Employee type	Part time
Length of Appointment:	4 months
Statement of Qualifications	
Essential Qualifications for the Position:	<ul style="list-style-type: none">• University Degree in Psychology. Master degree desirable• License and inscription up-to-date in <i>Colegio de Sicologos de Costa Rica (essential requirement)</i>• 5 years of experience• Bilingual (Spanish and English written and spoken).• Guaranty full confidentiality in line with the professional code of <i>Colegio de Sicologos de Costa Rica</i>
Knowledge	<ul style="list-style-type: none">• Computer literacy.• A good knowledge of the mandate and programmes of the University for Peace.
Abilities and Skills	<ul style="list-style-type: none">• Ability to recognize symptoms that entails consultation with psychiatrist.• Capacity to consult with both medical and psychiatric professionals at any required moment.• Experience in multicultural environments• Ability to identify most common mental health disorders, including Post-traumatic Stress.• Ability to organize and facilitate workshops and trainings• Teamwork oriented

Personal Suitability	<ul style="list-style-type: none"> • Reliable and honest person with ability to deal with people with different cultures. • Willing to work under pressure. • Discretion • Takes responsibility for own work and shows initiative to get tasks done.
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Job Description

General Responsibilities for the Position:	<ul style="list-style-type: none"> • Promote mental and emotional wellbeing for staff and students
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Specific Responsibilities for the Position:	<ul style="list-style-type: none"> • Attend to individual mental and emotional wellbeing needs of staff and students for counseling • Provide an institutional space for staff and students to address mental and emotional wellbeing needs • Organize and facilitate workshops and trainings to develop soft skills both for students and staff • Provide institutional advice regarding official documentations and communications of the university in light of the multicultural context
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Final salary offer will be made based on qualifications and experience.

Please submit (1) your CV, (2) a cover letter explaining your interest in the position, and how your experience will contribute to the UPEACE community, and (3) contact information for three references. Your references will only be contacted in the event you are selected as a finalist. Your application should be sent in electronic format to the following e-mail only: jobshr@upeace.org. Please refer to Psychologist position

The period for the submission of application materials ends 30 July 2017. At the end of the application period, the selection board will review all applications and contact only those candidates that will continue to the next phase of the selection process. These short listed applicants will be contacted before 7 August 2017.