Student Counseling Center

G.A. Position: Student Counseling Center

Department: Counseling Center

Supervisor: Dr. Melissa Nard

Job Description:

The graduate assistant in the Student Counseling Center is a paraprofessional member of the counseling staff. The main objective for this position is to assist in outreach programming, general department functioning, and with faculty projects.

Job Functions/Responsibilities:

- Answer phones, schedule students and maintain front desk duties during secretary’s lunch hour and when she is out of the office.
- Participate in regularly scheduled professional supervision.
- Participate in staff and professional development meetings.
- Complete SNET training and other training as determined by supervisor.
- Be available 5 days a week, especially during lunch hour, with some night and weekend hours required.
- Research and gather materials on various topics for faculty members.
- Assist faculty members with projects as needed.
- Be available to present information about the Counseling Center during weekend Orientation sessions.
- Assist faculty with outreach, consultation and education functions as needed.
- Assist in the creation and implementation of outreach programming including national awareness and screening days to advance student development.
- Attend Active Minds meetings, assist with advisement of the group and facilitation of activities.
- Ability to create and modify content on the Counseling Center website is desirable but not required.
- All other duties as deemed necessary or as directed.

Desired Qualifications:

- Mature, psychologically sophisticated, possess good interpersonal skills, with a background in psychology, social science, rehabilitative sciences, education, or personnel services.
- Some professional experience, such as an internship, in a counseling setting.
- Good organizational skills and reliability.
- Creativity and enthusiasm for educating the community on mental health issues.
- Familiarity with the bounds of confidentiality.
- Well versed in using Microsoft Office programs such as: Word, Excel, PowerPoint and Publisher. Able to learn new computer programs quickly.
Graduate Student Outcomes:

- Experience in a professional setting
- Understanding of procedures and daily workings of a University Counseling Center
- Heightened interpersonal skills
- Communication skills – written and oral
- Direct contact with students
- General knowledge of mental health services and issues, including legal and ethical concerns
- Access to a variety of professional counseling materials such as videos and books

Appropriate SRU Graduate Majors:

- Counseling and Development Programs
- Community Counseling Program – Adult
- Student Affairs

Supervisor’s Expectations:

- Work 17.5 hours a week.
- Counseling Center is open Monday-Friday from 8 a.m. until 4:30 p.m.
- The graduate assistant must be available from 12-1 p.m. daily to cover the front desk while the secretary is at lunch.
- Flexibility is essential. This position may require evening hours due to outreach and Active Minds meetings. Hours during regular Counseling Center operation will be adjusted accordingly.
- Perform assigned duties in a timely and effective manner.
- Willingness to ask for help when needed.
- Maintain professional relationship with supervisor, faculty, and staff, students, and the general University community.

Contact Information:

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