Student Counseling Center G.A.

Supervisor: Dr. Melissa Nard

Position: Student Counseling Center G.A.

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:

- 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.
- Answer phones, schedule students and maintain front desk duties when department secretary is unavailable.
- Participate in regularly scheduled professional supervision.
- Participate in staff and professional development meetings.
- Complete SafeZone training and other training as determined by supervisor.
- Flexible availability (schedule will be set each semester) with evening hours for outreach programming and office coverage.
- Research and gather materials on various topics for faculty members.
- Assist faculty members with projects as needed.
- Attend Active Minds meetings as available, 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 to assist in Counseling Center operations.

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:

All majors will be considered.

Supervisor’s Expectations:

• 17.5 hours a week
• Counseling Center hours are set each semester and include several evenings.
• Flexibility is essential. This position may require evening hours due to outreach, Active Minds meetings and office coverage. 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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