

Graduate Assistant, Counseling Center 2025-2026

GENERAL SUMMARY:

This is a full-time graduate assistantship (20 hours per week) in The Counseling Center, the campus mental health clinic for students. The center provides individual, couples, and group therapy. The role of the Graduate Assistant (GA) is to assist students in scheduling therapy appointments and to serve as the primary back up for the administrative team. The GA may also at times serve as a case manager for students requiring assistance with referrals for community services, food, shelter, and on campus resources.

The position is designed to be for the academic year of 2025-26 with the opportunity of continued employment during future semesters pending satisfactory performance. The position carries a tuition reimbursement to cover up to 9 credit hours of graduate course credit during each semester worked. The position is responsible for working a minimum of 15 and a maximum of 20 hours a week in the semesters worked. The start date will be based on the 2025-26 academic calendar. Miscellaneous fees and curriculum fees are not covered by the assistantship. In addition to this, the candidate will be given a stipend of \$500 each semester.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Gain working knowledge of all the services provided at the SU Counseling Center..
- Assist front desk staff in scheduling appointments.
- Tend to center email and ensure responses occur in a timely manner.
- Develop proficiency in using Titanium Schedule, our electronic medical records software.
- Assist clients with referrals,
- Offer educational programs about mental health topics to the SU community.
- Develop advertisements and marketing, such as flyers and announcements for the various Counseling Center activities including group therapies and outreach programs and events.
- Other departmental duties as requested.

QUALIFICATIONS:

- Excellent customer service and interpersonal skills.
- Graduate Assistant must ensure the highest level of confidentiality is maintained at all times.
- Knowledge of mental health concerns and treatments as well as knowledge of ethical guidelines and state laws pertaining to mental health records and confidentiality.
- GPA of 3.0 or higher is required.
- Knowledge of Microsoft Office programs, Canva, Google Workspace.
- Ability to work well in a fast-paced medical clinic.
- Admission and enrollment in a Clinical Mental Health Counseling, School Counseling, or a related graduate program is required.

APPLICATION PROCESS:

To be considered, please submit a resume and a cover letter addressing your interest in this position to the Director of Counseling, Christine Cornwell, at ccornwel@su.edu. Please also include two references, with a preference of one being from a faculty member. Approved candidates will be interviewed by the Director of Counseling.