Graduate Assistant Position 2014-2015

Cornell Counseling Clinic

The Graduate Assistant will report to the faculty member coordinating the Cornell Counseling Clinic (CCC). The person in this position is responsible for day-to-day operation of the Clinic in collaboration with the faculty member coordinating the clinic. He or she will also work closely with faculty teaching CPY 525: Counseling Theories and Practice, PSY 680: Practicum, and PSY 695: Internship in coordinating the use of the clinical rooms. This GA will also assist the faculty with marketing the graduate program to prospects and with other special projects as needed.

**DUTIES:**

- Monitor CCC voice mail/phone (several times/day during term).
- Screen callers interested in receiving counseling through the CCC.
- Review screening forms with supervisor.
- Keep records of all calls and contacts; compile data on use of CCC.
- Monitor confidential maintenance of client records.
- Keep CCC supplied with appropriate forms and other materials.
- Monitor appropriate use and care of video equipment.
- Orient students to the CCC.
- Prepare the Practicum Manual
- Collect fees and submit receipts for expenditures to the Department weekly.
- Publicize CCC and conduct outreach to recruit clients as directed.
- Attend Department meetings, usually 1 hour per month.
- Assist with special events such as Information Sessions and New Student Orientation.
- Audit CCC counseling files.
- Regularly update faculty and clinical students on any changes or important announcements.

In addition to these responsibilities, The Graduate Assistant will assist the department faculty and chair when needed.

**DUTIES:**

- Assist faculty with special projects; e.g. research, presentations, work with professional organizations.
- Assist faculty in the classroom (i.e. proctoring a test or showing a video).
- Attend Department meetings, usually 1 hour once per month.
- Reserve designated library materials such as videos and books.
- Assist with special events such as Information Sessions, Supervisor Workshops, etc.
- Assist in marketing and communicating with prospects, mailings.
- Assist with duplication and distribution of Department materials.
- Work with Assistant to Dept. Chair GA on Publication of the MAC Newsletter (Fall/Spring)
REQUIREMENTS:
Excellent writing skills, library research skills, excellent computer skills, organizational skills, self-initiative, good communication skills, media skills would be helpful.
Good beginning counseling skills; ability to work independently; computer skills; organization skills.

All departmentally funded GAs are expected to attend and assist with the following events during the year unless there is a courses conflict: “New Student Orientation” the last week in August and the two “Information Sessions” for prospective students during October and January.

HOURS:
The GA is responsible for dedicating 15 hours per week for the 14 weeks during the fall semester and spring semester. The scheduled work hours will be arranged each semester in agreement with the supervisor(s) of this position. Most hours will be scheduled in the afternoons from Monday through Thursday.

COMPENSATION:
Graduate Assistant Positions will be compensated by tuition remission for up to six graduate credits per semester for Fall 2014 and Spring 2015 terms. The compensation will be treated as taxable income, and taxes will be due on the tuition equivalent.

APPLICATION DEADLINE for this position is April 15th.

Submit a letter of application and a current resume via email attachment to knorsworthy@rollins.edu

The letter should:
1) Be addressed to: Graduate Assistant Selection Committee, c/o Kathryn Norsworthy
2) Identify the specific position for which you are applying
3) Describe your qualifications for the position, and
4) Describe your special interest in the position.

Applications will be reviewed by Department faculty and the supervisors for the GA position. Applicants will be expected to interview with supervisors for the position. Final selection will be made by mutual consent of the faculty, GA supervisors, and candidate. In the absence of well-qualified applicants, a position may remain open until filled.

Note: Students hired as graduate assistants (regardless of campus department) are not eligible to receive additional scholarships from the Counseling Department.