Graduate Assistant Position 2014-2015

Assistant to the Department Chair

Eligibility: First-year student in the Graduate Studies in Counseling program

Assist Department faculty with research or other special projects. When needed and/or as time permits, assist Department Chair with special projects.

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.

All departmentally funded GAs are also expected to attend and assist with the two “Information Sessions” for prospective students during November and February.

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. Students receiving tuition remission are not eligible.
APPLICATION DEADLINE for this position is July 1st.

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.