Graduate Assistant Position 2015-2016

Assistant to the Department Faculty

*Eligibility: Second year student or third-year part-time 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. This position requires summer semester availability.

**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 expected to attend and assist with the following events during the year unless there is a courses conflict: “New Student Orientation” on August 31 and the two “Information Sessions” for prospective students on October 15 and February 11.

**HOURS:**
The GA is responsible for dedicating 15 hours per week for the 14 weeks during the fall semester and spring semester. The GA is also responsible for dedicating 13 hours per week for the 8 weeks during the Summer 2016 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 stipends as follows:

Fall 2015: 2 course stipend ($3,546)
Spring 2016: 2 course stipend ($3,546)
Summer 2016: 1 course stipend ($1,773)

The compensation will be treated as taxable income and taxes will be due. The stipend will be delivered to the Bursar’s Office during the first month of the semester so that you may sign it over to satisfy your student account. If your account is paid in full, the Bursar’s Office will release your check to you.

Application Deadline: April 15, 2015

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.