



Graduate Assistantship

Position Title: Graduate Art Therapy Assistantship

Reports To: Dr. Heather Leigh, Program Director

Department: Graduate Art Therapy

FLSA Status: [Non-exempt](#)

Employment Status: [Part-Time Non-Benefit Eligible](#)

FTE:

Grant Funded: [NO](#)

Origination Date: September 24, 2024

Revision Date:

Position Summary: The Graduate Assistant position in the Graduate Art Therapy Program provides direct support for the art-based and community building components of the program. In addition, the position may provide research assistance and administrative support to the Program Director, Director of Clinical Training, and Faculty. The position is a part-time position offered during the fall and spring semesters (mid-August through mid-May). Hours may be available during Winter break (January) as determined by the Program Director and the student.

Primary Responsibilities:

These responsibilities will be assigned between two GAs based on skills, interests, and program needs:

- Inventory and order art supplies
- Organize and maintain the Art Therapy studio (NDH 455) and classrooms (NDH 042 & 067)
- Organize community building events for Graduate Art Therapy students and faculty
- Organize student-led art-based experiential and skill-sharing mini-workshops
- Create Graduate Art Therapy Program communications, such as a community newsletter
- Assist Graduate Art Therapy faculty with research projects (e.g., conduct lit reviews, analyze qualitative data)
- Communicate to current students about events for Graduate Art Therapy
- Maintain/update bulletin boards in hallways with communications of interest to students
- Assist with outreach to alumni and other communities of interest
- Assist the Graduate Art Therapy Program with special projects and events
- Assist Graduate Admissions by meeting with prospective art therapy students
- Assist the Director of Clinical Training with administrative projects
- Perform other duties, responsibilities, or special projects as assigned by Program Director

Skills and Experience:

- Strong organization skills and attention to detail
- Ability to multitask and prioritize projects
- Demonstrated ability to work independently and maintain confidentiality as required
- Ability to proactively communicate with Director about tasks completed, when more tasks are needed, and to ask for guidance
- Outstanding verbal, written, and interpersonal communication skills
- Experience with facilitating community projects and group process
- Skilled at building connection and fostering collaborative decision making
- Strong knowledge of art materials and ability to create a functional and inviting studio space
- Ability to build rapport with faculty and peers and create a supportive and collaborative atmosphere
- Ability to set expectations and enforce guidelines/rules with peers to maintaining clean and organized classroom and studio space (e.g., art materials and artwork left in communal spaces)
- Ability to conceptualize and implement creative ways of building community within the Program
- Experience/interest in research tasks such as conducting lit reviews and analyzing data

Qualifications:

- To perform this job successfully, an individual must be able to perform each primary duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.
- Must be currently enrolled as a Graduate Student making Satisfactory Academic Progress (SAP) toward a recognized degree

Physical Demands:

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

Working Conditions:

- Can be scheduled for up to 10 hours a week
- Varying workflow; sometimes stressful with high workload times of the year
- Complete work required within a limited space
- Complete work required within a limited time

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Hiring Supervisor: Dr. Heather Leigh

Email: leighh@mtmary.edu