



Graduate Assistantship

Position Title: Graduate Assistant in the Counseling & Wellness Center (CWC)

Reports To: CWC Clinical Director

Department: Counseling

FLSA Status: Non-exempt

Employment Status: Part-Time Non-Benefit Eligible

FTE:

Grant Funded: Circle One - YES/NO

Origination Date: 8/8/2024

Revision Date:

Position Summary: The Graduate Assistant position at the MMU Counseling & Wellness Center (CWC) for Fall 2024& Spring 2025. Assistantships require a total of 578 hours for the academic year (Fall & Spring). Hours, with the exception of crisis phone coverage or some university event opportunities, are expected to be completed during the CWC operating hours (9a-5p M-Th & 9a-3p F). The compensation for this position is tuition remission for 6 credits for each term worked (12 credits for the year). This position will assist the full-time staff of the CWC, support the clinical mission of the center by seeing clients, and working with master level student counselors-in-training. The position is a part-time position offered during the fall and spring semesters (mid-August through mid-May).

Primary Responsibilities:

- Demonstrate a strong commitment to multicultural and social justice counseling competencies as evidenced in clinical work.
- Conduct individual, group, couple, and/or crisis counseling (inclusive of being current with all paperwork).
- Attend a one hour of individual/triadic supervision per week with the Clinical Director.
- Crisis phone coverage (outside business hours).
- Support the counseling intern's growth and development as a professional counselor.
- Consult with master's counseling interns on their clients.
- Attend the weekly CWC staff meetings.
- Conduct or assist with outreach/psychoeducation presentations throughout the university.
- Possess the ability to work collegially in a collaborative team environment.
- Front Desk Coverage (as needed).
- Other duties assigned by the Clinical Director.

Skills and Experience:

- Experience as a Licensed Professional Counselor.
- Strong working knowledge and understanding of established professional codes of ethics and best practices in multicultural and social justice counseling.
- Demonstrate commitment to promoting inclusiveness and cultural competence.
- Experience working with underrepresented students and students from at-risk backgrounds (preferred).
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with MMU students, employees, and alum.
- Exceptional ability to multitask and prioritize projects.
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group processes, and foster collaborative decision-making.

Qualifications:

- Must possess a license for counseling in the state of Wisconsin (LPC).
- Must have successfully completed the doctoral clinical practicum course (CON 875).
- A counselor-first professional identity as evidenced via credentials and engagement with professional counseling organizations preferred.
- To perform this job successfully, an individual must be able to perform 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:

- Complete work required within a limited space
- Complete work required within a limited time

Mount Mary University practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. If you are interested in this position please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:

Hiring Supervisor: Dr. Marion Toscano

Email: toscanom@mtmary.edu