



Graduate Assistantship

Position Title: Graduate Assistant
Reports To: Counseling Department Chair
Department: Counseling Department
FLSA Status: Non-exempt
Employment Status: Part-Time Non-Benefit Eligible
FTE:
Grant Funded: Circle One - YES, NO
Origination Date: August 6, 2025
Revision Date:

Position Summary: The Graduate Assistant position in Counseling Department serves the organizational and co-curricular aspects of the Mount Mary University Counseling Department. In addition, Graduate Assistants provide administrative support for the Program Directors. The position is a part-time position offered during the fall and spring semesters (mid-August through mid-May) for a total of 330 hours which is the equivalent of 6 credits.

Primary Responsibilities:

- Working with faculty on accreditation assessments
- Working with outside vendor and internship sites to maintain, update and post information in the Tevera System
- Communicate (via phone, email, in-person) with prospective and newly accepted graduate students to promote graduate program recruitment and to assist with conversion through the enrollment funnel
- Assist with research projects/special projects as assigned
- Perform other duties, responsibilities, or special projects as assigned

Skills and Experience:

- Strong organization skills and attention to detail
- Demonstrated ability to work independently and maintain confidentiality as required
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with Mount Mary students, employees, and alumnae
- Exceptional ability to multitask and prioritize projects
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision making
- Strong working knowledge of Microsoft Office products and experience working with multimedia
- Ability to learn additional computer software programs such as Jenzabar and SPSS
- Assistants should be flexible to focus on specialized office tasks as the need arises
- Job Description is subject to change

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:

- Schedules must permit availability to fulfill work obligations

- Typical schedule is Monday through Thursday from 8:30 a.m. through 4:30 p.m.
- Hours will be determined by mutual agreement and accommodate the graduate assistant's academic schedule as well as the needs of the Counseling

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: Christine Russell

Email: russellc@mtmary.edu