**Counseling Center GA Job Description Template**

**Job Title:** Counseling Center Outreach Graduate Assistant

**Summary of Position:** Works closely with the Outreach Coordinator to design and implement campus-wide, mental health and well-being programming, including events, workshops, classroom presentations, and social media marketing. Collaborates with other Counseling Center staff and other University departments. This is a 20-hour-per-week, 9-month position, August 15-May 15. Some evening and weekend hours may be required. The stipend plus a tuition benefit. More information can be found https://www.etsu.edu/cbat/computing/graduate\_programs/assistantships.php.

**Essential Functions:**

1. Develop competency in evidence-based practices regarding outreach and prevention programming
2. Work closely with Outreach Coordinator to plan, promote, produce and execute special presentations, programs and events, especially those around suicide prevention and general wellness
3. Support Counseling Center and Wellness in conducting a campus-wide mental health needs assessment, including gathering and entering data
4. Work as a member of the Counseling Center Outreach team to execute a calendar of outreach events, collaborating extensively with other units on campus
5. Promote and attend events hosted by other units
6. Recruit and organize program volunteers.
7. Work within a program budget.
8. Maintain accurate records of all activities and expenses.
9. Collect and synthesize evaluative data for all activities.
10. Maintain a positive and professional demeanor.
11. Represent at all times the values and goals of The Counseling Center—fostering an inclusive environment that honors equity and diversity, respecting the dignity of all people, and demonstrating a passion for mental health and wellness education and advocacy.

**Other Duties:**

1. Provide administrative support to Counseling Center staff as needed and approved by supervisor.
2. Facilitating or co-facilitating a psycho-educational group.
3. Will receive training in evidence-based programs, such as QPR, to support suicide prevention initiatives on campus
4. Support the operation of the Relaxation Room

**Qualifications:** Must be a full-time, currently enrolled graduate student. Must be competent in working with the college-age population. Previous experience in program development, event planning, peer education, marketing or communications is desirable. Experience with social media is a plus. Applicant MUST be able to comfortably and confidently provide classroom and other presentation, as we as facilitate group activities. A demonstrated interest in mental health and wellness will be given a priority. Preference given to students in Public Health program or other graduate programs related to mental health (e.g., Social Work). Good organizational skills and the ability to work independently and collaboratively are essential to success in this position.

**Skills:** Familiarity with Microsoft Office Suite is assumed. Previous experience with media design applications (Canva, Hootsuite, etc.) is preferred. Experience with SPSS is a plus.