

# Graduate Assistant

## Counselor Education Graduate Program

**The GA position requires 20hrs/week and yield a 6-credit tuition waiver plus a \$2500 stipend/semester.**

Applicants for this position need to be accepted into the Counselor Education Program (Clinical Mental Health Counseling, School Counseling, or Advanced Certificate in Mental Health Counseling). A successful applicant for this position must be: technically proficient; detail-oriented; work well within a team; organized; practice discretion and maintain confidentiality with sensitive material; and have excellent written and verbal communication skills.

The role of a Graduate Assistant is to help with the administrative duties in ways that benefit the promotion, development, and daily functioning of the Counselor Education program. Graduate Assistants are assigned duties at the start of each semester by the Director of the Counselor Education program, who also oversees completion of these assignments. Assignments may be assigned based on the strengths of the applicant.

With the approval and supervision of the Program Director, duties of the Counselor Education Program Graduate Assistant may include:

- Collecting annual program assessment data and compiling data in an initial report.
- Organize and publicize special programming including alumni speaker series, workshops, and symposiums.
- Assist the Placement Coordinator in securing clinical placements and organizing contracts with training facilities.
- Helping maintain data for, and write, CACREP accreditation reports.
- Ensure that all program bulletin boards are up-to-date and maintained.
- Reporting on news stories, student and alumni accomplishments, and events within SUNY New Paltz.
- Updating Counselor Education Program website.
- Making copies of readings/handouts.
- Searching for possible resources in library.
- Assist with advocacy and recruitment events.
- Support Director with administrative duties as needed.

**To apply:** Complete the top half of the [TAGA Appointment Request Form](#) and send it along with a copy of your resume and interest statement to: [hillm@newpaltz.edu](mailto:hillm@newpaltz.edu). Applications accepted prior to **June 19<sup>th</sup>, 2022** will receive full consideration.