

**Graduate Assistant (G.A.) Position – Counseling Programs Department Assistant
Fall 2019 & Spring 2020**

Department: Counseling Psychology

Supervisor: Karen Miranda

Office Phone #: 781-768-7272 **Email:** Karen.Miranda@regiscollege.edu

Hours of Position: 7.5 hours/week (112.5/semester)

Tuition Reduction: \$2,500 per Semester

Responsibilities and/or duties in this role:

Our campus-based graduate Counseling Programs include master's level pre-licensure training for clinical mental health counselors, non-licensure degree options in mental health leadership and mental health research, a new Addictions Specialization program, and a Trans-Disciplinary Post-Master's Certificate in Addictions Treatment.

The GCP Department GA will provide administrative support to the GCP Directors, as well as the CP area Coordinator for the two addictions-related graduate programs. Roles will include:

- Assisting with accreditation documentation and applications for addictions counselor certifications board
- Helping to maintain records for re-accreditation and re-certification
- Work with the Director of Graduate Counseling Programs to prepare informational materials
- Meet with students at graduate admissions events
- Work with prospective students to connect them to current students at Accepted Students gatherings and events
- Additional duties will include monitoring the department's social media accounts and linking to-from the institutional accounts for related content.

Specific Qualifications/Skills required for this position:

- Skilled at Microsoft Word, Excel, PowerPoint, and OneDrive
- Possess exemplary organizational skills
- Work well with both administrators and students
- Be comfortable wearing "many hats" and balancing multiple tasks
- Demonstrate excellent written and verbal communication skills
- Demonstrate an ability to convey a professional presence on social media
- Have previous coursework in psychology or mental counseling, for context

Please email your completed application and resume directly to the position Supervisor, and to
GraduateAssistant@regiscollege.edu