

**Graduate Assistant (G.A.) Position—Counseling Center Assistant
Spring 2021**

Department: Health Services

Supervisor: Kathryn Klickstein, Director of College Counseling Services

Office Phone#: 781-768-7293

Email Resume & Application to: kathryn.klickstein@regiscollege.edu

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

Tuition Reduction: \$2,500 per Semester

General Summary:

Regis College Counseling Center provides comprehensive mental healthcare and access to a network for the specialty care needs of the Regis College student body. The counseling graduate assistant is responsible for providing support to the counseling staff to assist with the day to day operations of the counseling center. The graduate assistant assists with organizing the details of a variety of counseling events and the daily operation of the center. We are seeking a highly organized, detail oriented person who can work independently once given instructions. The graduate assistant will work closely with the Director of Counseling who will supervise their work.

Essential Job Functions:

- Coordinate and manage Counseling Center events and mental health awareness programs
- Attend counseling events and programs to facilitate with management

Specific Qualifications/Skills required for this position:

- Must be a Nursing or Counseling Psychology student
- Must be detail oriented and highly organized
- Able to work independently once given instructions
- Able to use computer applications to create flyers and post events on social media

Working Conditions/Physical Demands:

- Work is generally performed in an environment not subject to extremes in temperature, noise, odors, etc.
- May spend long periods of time sitting
- Time partially spent in a normal office setting.

Please email your resume and application directly to Kathryn Klickstein, and
copy graduateassistant@regiscollege.edu