Graduate assistantships are opportunities for graduate students to work on campus and earn a stipend to help pay for their education. The Counseling Graduate Assistantship position serves the organizational and co-curricular aspects of the Mount Mary University Counseling Department. Graduate assistants work 150 during each semester, an average of 10 hours per week during a 15 week semester (not including calendared breaks or summer). Graduate assistants receive tuition remission for 3 graduate credits per semester. Schedules must permit availability to fulfill work obligations during Monday through Friday from 8:30 a.m. - 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 Department.

Responsibilities:
The work includes assisting Program Directors with the organizational and co-curricular aspects of the program, prospective and newly accepted student communication; Counseling Department special projects; and help with other duties/tasks assigned by the M.S. in Counseling Program staff.

Requirements:
Applicants must be accepted Mount Mary University graduate students actively enrolled in the M.S. in Counseling Program. Assistants need to have strong organizational and human service skills, problem solving skills, ability to work independently, detail oriented, and possess a high level of confidentiality (FERPA Training will be provided). Applicants should have knowledge of MS Word and MS Excel. Applicants are expected 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.

Apply:
To apply for this graduate assistantship, electronically submit a completed application, letter of interest with work availability, and current résumé by July 1, 2015 to Chris Russell, Counseling Department Assistant at russellc@mtmary.edu.
APPLICATION FOR GRADUATE ASSISTANTSHIP

Name ____________________________________________________________

Address ________________________________________________________________________________________________

______________________________________________________________________________________________

Daytime Phone Number ____________________________

Cell Phone Number ________________________________

Email Address ________________________________________________

Please list your skills, strengths and work experience related to the position responsibilities and requirements.

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Please list the names and email addresses of two references who know the quality of your work. If they work at businesses, please provide the company’s name.

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Please attach your résumé. Application materials must be submitted by July 1, 2015.