



## Graduate Assistantship

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**Position Title:** Graduate Assistant  
**Reports To:** Counseling Department Chair  
**Department:** Counseling Department  
**FLSA Status:** Non-exempt  
**Employment Status:** Part-Time Non-Benefit Eligible  
**FTE:**  
**Grant Funded:** NO  
**Origination Date:** August 6, 2025  
**Revision Date:**

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**Position Summary:** The Graduate Assistant position in Counseling Department serves the organizational and co-curricular aspects of the Mount Mary University Counseling Department. In addition, Graduate Assistants provide administrative support for the Program Directors. The position is a part-time position offered during the fall and spring semesters (mid-August through mid-May) for a total of 330 hours which is the equivalent of 6 credits.

### Primary Responsibilities:

- Working with faculty on accreditation assessments
- Working with outside vendor and internship sites to maintain, update and post information in the Tevera System
- Communicate (via phone, email, in-person) with prospective and newly accepted graduate students to promote graduate program recruitment and to assist with conversion through the enrollment funnel
- Assist with research projects/special projects as assigned
- Perform other duties, responsibilities, or special projects as assigned

### Skills and Experience:

- Strong organization skills and attention to detail
- Demonstrated ability to work independently and maintain confidentiality as required
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with Mount Mary students, employees, and alumnae
- Exceptional ability to multitask and prioritize projects
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group process and foster collaborative decision making
- Strong working knowledge of Microsoft Office products and experience working with multimedia
- Ability 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

### Qualifications:

- To perform this job successfully, an individual must be able to perform each primary duties satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform primary functions.
- Must be currently enrolled as a Graduate Student making Satisfactory Academic Progress (SAP) toward a recognized degree

### Physical Demands:

- May be required to lift up to 20 lbs.
- Must reach, bend, stoop, lift
- Must sit, walk or stand
- Some repetitive motion may be required

### Working Conditions:

- Schedules must permit availability to fulfill work obligations

- Typical schedule is Monday through Thursday from 8:30 a.m. through 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

**Mount Mary University** practices equal opportunity employment as part of our ongoing commitment to diversity in our workplace. If you are interested in this position please email a resume, cover letter expressing interest and qualifications and at least two professional or academic references to:

Hiring Supervisor: Christine Russell

Email: [russellc@mtmary.edu](mailto:russellc@mtmary.edu)