



Graduate Assistantship

Position Title: Graduate Assistant in the Counseling & Wellness Center (CWC)

Reports To: CWC Clinical Director

Department: Counseling

FLSA Status: Non-exempt

Employment Status: Part-Time Non-Benefit Eligible

FTE:

Grant Funded: Circle One - YES/NO

Origination Date: 7/28/2026

Revision Date:

Position Summary: The Graduate Assistant position at the MMU Counseling & Wellness Center (CWC) for Fall 2026 & Spring 2027. This is a paid assistantship (\$19 p/h) and requires up to 648 hours for the academic year (approx. 18 hours per week) to be equivalent to 12 credit hours (6 per semester). This position will assist the full-time staff of the CWC, support the clinical mission of the center by seeing clients, and working with master level student counselors-in-training. The assistantship is a part-time position offered during the fall and spring semesters (mid-August through mid-May). Although most hours are expected to be completed during the CWC operating hours (9a-5p M-Th & 9a-3p F), applicants can request that some of the time be completed after hours.

Primary Responsibilities:

- Demonstrate a strong commitment to multicultural and social justice counseling competencies as evidenced in clinical work.
- Conduct individual, group, couple, and/or crisis counseling (inclusive of being current with all paperwork).
- Attend one-hour of individual/triadic supervision per week with the Clinical Director.
- Crisis phone coverage (outside business hours).
- Support the counseling intern's growth and development as a professional counselor.
- Consult with master's counseling interns on their clients.
- Attend the weekly CWC staff meetings.
- Conduct or assist with outreach/psychoeducation presentations throughout the university.
- Possess the ability to work collegially in a collaborative team environment.
- Front Desk Coverage (as needed).
- Other duties assigned by the Clinical Director.

Skills and Experience:

- Experience as a Licensed Professional Counselor.
- Strong working knowledge and understanding of established professional codes of ethics and best practices in multicultural and social justice counseling.
- Demonstrate commitment to promoting inclusiveness and cultural competence.
- Experience working with underrepresented students and students from at-risk backgrounds (preferred).
- Outstanding verbal, writing, and presentation skills; must be able to communicate and interact effectively with MMU students, employees, and alum.
- Exceptional ability to multitask and prioritize projects.
- Excellent oral, written, and interpersonal communication skills, including the ability to work with diverse groups, facilitate group processes, and foster collaborative decision-making.

Qualifications:

- Must possess a license for counseling in the state of Wisconsin (LPC).
- Must have successfully completed the doctoral clinical practicum course (CON 875) and clinical internship (CON 880).
- A counselor-first professional identity as evidenced via credentials and engagement with professional counseling organizations preferred.
- To perform this job successfully, an individual must be able to perform 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 Doctoral CES 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:

- Complete work required within a limited space
- Complete work required within a limited time

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: Dr. Marion E. Toscano

Email: toscanom@mtmary.edu