



Graduate Assistantship

Position Title: Graduate Assistant for the PhD in Counseling Education and Supervision Program

Reports To: Counselor Education and Supervision Program 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 is with the Counseling Department for Fall 2026 & Spring 2027. This is a paid assistantship (\$15 p/h) and requires up to 403 hours for the academic year (approx. 12.60 hours per week) to be equivalent to 6 credit hours (3 per semester). Due to the nature of this work, hours are not restricted to a standard 9a-5p schedule. This position assists the Counseling Department faculty and staff in the completion of an array of administrative, research, assessment, and teaching tasks. This assistantship is considered a part-time position offered during the fall and spring semesters (mid-August through mid-May).

Primary Responsibilities:

- Creating, organizing, and running the Spring Intensive event.
- Assisting faculty with course-related needs (e.g. grading assistance, rope course, equine activity, guest lecturing/classroom coverage, etc.).
- Assisting with maintaining documents for accreditation.
- Assisting with conducting research.
- Assisting with locating, applying for, and conducting work associated with grant funding for the department and CWC.
- Other duties as assigned.

Skills and Experience:

- Strong working knowledge and understanding of established professional codes of ethics and best practices in multicultural and social justice counseling and research.
- Demonstrate commitment to promoting inclusiveness and cultural competence.
- 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:

- 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