

**Request for full-time Department Graduate Assistant 2020/21
Counseling, Educational Leadership, and School Psychology**

20 hour (full time) Graduate Assistantship – can be 2 – 10 hour positions (½ time) GA if shared with Counseling programs or School Psychology program

The CEP department consists of only graduate programs with robust enrollment in the Counseling and School Psychology programs. With national accreditation for the MS in Mental Health Counseling (CACREP) and the CAGS in School Psychology (NASP), program faculty work extensively with continuous quality improvement to maintain our rigorous standards. A graduate assistant for the department will be involved with diversity initiatives, student recruitment, evaluation activities, and faculty support with research and grants.

In 2020/21 the CEP Department Graduate Assistant will provide the following support to the department faculty:

- 1) Networking with graduate candidates by:
 - Creating and distributing up-to-date student communications, e.g., a monthly electronic newsletter and other announcements.
 - Organizing student and student/faculty events.
 - Collaborating with student organizations.
 - Participating in outreach to prospective students.

- 2) Working with program faculty on:
 - Assessment, evaluation and other continuous quality improvement initiatives.
 - Collection, review and reporting of program assessment information including graduate, supervisor, and employer survey information.

- 3) Addressing individual program needs for Counseling and School Psychology programs by:
 - Developing literature reviews for course modules and individual faculty research interests.
 - Gathering information to program improvement and grant preparation
 - Collecting materials and accessing resources for courses e.g. CEP 215 Educational Psychology.
- 4) Brainstorming and developing student focused materials for:
 - Attracting a diverse pool of students to the professions of Mental Health Counseling and School Psychology
 - Improving the CEP website to highlight program, faculty, and student accomplishments.
 - Tracking graduates to highlight their employment rates and professional successes.
 - Utilizing social media tools as a way to connect with professionals, alumni, supervisors, and the public about our programs.
 - Introducing new technological platforms and tools that will enhance our communications and marketing.

Benefits to the CEP Department's Graduate Assistant Professional Development

- Familiarization with professional regulations and licensing in RI.
- Participation in department and professional association collaboration.
- Advocating for student concerns regarding curriculum changes, comprehensive exams, scheduling, etc.
- In depth knowledge of Counseling and School Psychology professions gained through interaction with faculty and faculty research.
- Enhanced understanding of professional accrediting body standards, and how they shape coursework and training.
- Increased experience in data analysis, literature reviews, and the development of marketing strategies.
- Opportunities to participate in grant writing, research, presentations and publications.

Qualifications:

Required - accepted degree candidate enrolled full time in plan of study (minimum 6 credits; maximum 9 credits); strong interpersonal skills; good communication skills; proficiency with Office software – Excel, Word, and social media - Facebook, Twitter.

Preferred – experience working with outreach activities; degree program in counseling or related field.

Submit resume indicating interest to Monica G. Darcy, mdarcy@ric.edu. Include CEP Dept GA in the subject line.