

## **Counseling, Educational Leadership, and School Psychology Department Full-Time GA**

The Graduate Assistantship in the counseling, Educational Leadership, and School Psychology Department is a Full-Time (20hr/week) position. The deadline for applications is March 15, 2019. The position begins in September of 2019.

### **Scope of Tasks and Responsibilities for the Graduate Assistant**

In the past years, the CEP GA has contributed to the department by:

- 1) Networking with graduate candidates by:
  - Creating up-to-date department and student communications, e.g., a monthly electronic newsletter.
  - Organizing student and student/faculty activities including colloquia.
  - Overseeing a student organization.
  - Collaborating on career networking.
- 2) Developing the department responses to FSEHD Unit, SPA, RIDE, and other accreditation requirements through:
  - Contributing to distribution, collection and data input of materials including program specific assessment points at admission, formative and summative stages.
  - Collecting graduate, supervisor, and employer survey information.
- 3) Addressing individual program needs for Counseling, School Psychology, and LEAD programs by:
  - Investigating enrollment and retention trends.
  - Assisting in the development and distribution of alumni and employer surveys.
  - Developing literature reviews for course modules and individual faculty research interests.
  - Collecting materials and accessing resources for courses especially CEP 315 Educational Psychology.
- 4) Become involved in publicizing and marketing the unique and special programs in CEP by:
  - Improving the CEP website to highlight our faculty and student accomplishments as well as programs.
  - 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.

The department as a whole has greatly benefited from having a GA for the past 10 years. In addition to the outlined GA contributions listed above, the GA has provided:

- A liaison between the faculty and graduates in the CEP department
- A support for all Program Directors.

- A connection between the department and undergraduate students within RIC to support recruitment
- Technological support to faculty
- A liaison between the department faculty and department graduates
- Administrative support for graduate students within CEP
- A resource for regional recruitment (e.g., other colleges) for programs
- A primary source of information about departmental and program events and deadlines to current graduate students
- A primary source of scheduling clinical therapy rooms within the department
- Someone to maintain departmental electronic documents via SharePoint, etc.

### **Professional Development Opportunities for the Graduate Assistant**

We have found our graduate assistant in previous years to be invaluable to our efforts in delivering quality programs. We believe we have also provided them with a positive working experience. Specific benefits to the graduate assistant include:

- 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 profession 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.

If you are interested, please send a cover letter of interest and a resume to both the Department Chair, John Eagle at [jeagle@ric.edu](mailto:jeagle@ric.edu) and Ryan Marsh at [rmarsh@ric.edu](mailto:rmarsh@ric.edu)

Further information about the application process and tuition stipend can be found at: <http://www.ric.edu/graduatestudies/Pages/Graduate-Assistant-Opportunities.aspx>

Thank you for your interest,

John Eagle,  
Chair CEP Department