

## **Counseling Department Graduate Assistant**

***Department:*** Counseling Department

### **Position Description:**

Under the supervision of the Counseling Department Chair, the Counseling Department Graduate Assistant will assist with professional tasks that support the department.

### **Major Internship Responsibilities:**

- Administrative tasks related to program development (formatting documents, organizational tasks, etc.)
- Liaising with prospective and/or incoming students
- Accreditation data collection support
- Organization and Upkeep of department documents and materials (mental health assessments, counseling recording equipment, etc.)
- Advertising and marketing of department events (e.g., social media material development, making flyers, managing registration for events)
- Other duties as assigned