Counseling Center
Graduate Assistant Job Description
Educational Programming and Outreach Graduate Assistant

General Description:
Work directly with the Coordinator of Educational Programming and Outreach to create, promote and conduct mental health awareness and prevention programming and outreach for the Texas State Counseling Center.

Job Duties:
- Planning of programming & outreach
  - Serve as a member of the Educational Programming and Outreach Team
  - Represent the Counseling Center on university-wide Bobcat Preview planning team
  - Coordinate logistics for programs and outreach events – reserve rooms and needed equipment; remain onsite to troubleshoot any problems during programs
  - Promote prevention techniques/interventions and Counseling Center online resources
  - Assess learning outcomes of educational programs and compile summary data; utilize information in planning future events
- Marketing & advertising, including use of social media
  - Design advertisements and other promotional materials for Counseling Center events and programs to be used for both print and social media
  - Maintain Counseling Center social media sites – Facebook, Twitter, Pinterest, Instagram, YouTube; select and/or create material, post content and monitor sites
  - Track usage of social media and compile summary data
  - Serve as a member of the Website Team, make recommendations regarding design and content, and maintain the Educational Programming and Outreach webpage utilizing GATO (training will be obtained on the job)
- Presentation development & implementation
  - Update presentations and handouts used for workshops
  - Provide presentations on Counseling Center services and other topics to various campus groups as requested

Required Qualifications:
- A Bachelor’s degree from an accredited institution of higher education before start date
- Enrollment in a graduate degree program at Texas State University, preference will be given to students enrolled in the Student Affairs in Higher Education program
- Enrollment in nine graduate hours each long semester and maintenance of a 3.0 GPA
- Conditional acceptance into the Graduate College at Texas State University
- Willingness to work with diverse populations
• Ability to work collaboratively with a team of professionals
• Strong organizational skills
• Ability to maintain an appropriate degree of confidentiality
• Knowledge of PowerPoint, Publisher and other Microsoft Office programs
• Knowledge of social media tools (Facebook, Twitter, YouTube, Instagram, Pinterest)

Preferred Qualifications:
• Ability to take on assigned tasks with a high level of creativity, independence and initiative
• Ability to represent the Counseling Center in a professional manner via communication and collaboration within the center, the Student Affairs Division, the university community and public at large
• Ability to provide effective and professional written communication via e-mail, website, and print mediums
• Ability to deliver the center’s mission via oral communication as a presenter and in meetings and other interactions
• Knowledge of Adobe Creative Cloud software for marketing and publishing
• GATO training (will be acquired on the job)

Terms of Employment:
• Average of 20 hours worked per week (unless otherwise approved by department director)
• Start date: August 15 (negotiable)
• 12-month appointment with opportunity to renew for a second year. Appointment ending in May of second year (unless discussed with supervisor)
• Available to work occasional evenings or weekends
• No paid vacation, sick leave, or university-observed holidays

Salary
• Monthly Stipend received at the beginning of each month
• Average of $1317/monthly (first year of employment)
• Average of $1377/monthly (second year of employment)

Benefits
• Access to workshops provided by Organizational Development and Communications Office
• Access to Bobcat Balance Program & Wellness Program
• Out of State Tuition Waiver for qualifying Out of State/International students
• Insurance options provided by the student insurance plans

Hiring Process
In person interview during the SAHC Program Interview days

Mission of the hiring office
The Texas State Counseling Center provides high quality mental health services to promote the overall well-being, retention, and success of our diverse student population. As part of our role in higher education, the Counseling Center also contributes to the advancement of the mental health field through the training of new professionals. Our work is guided by ethics, professional standards, and respect for diversity.
Hiring Office Contact Information
Dr. Richard Martinez
Coordinator of Educational Programming and Outreach
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