University of Northern Iowa
Counseling Center

**Position:** Graduate Assistant for Outreach

**Reports to:** Counseling Center Outreach Coordinator
Stephanie Harken, (319) 273-2676, stephanie.harken@uni.edu

**Terms of Employment:**
- Fall semester: 20 hours per week, beginning August 21, 2017 and ending December 15, 2017.
- Spring semester: 20 hours per week, beginning January 8, 2018 and ending May 4, 2018.

**Compensation:**
- Full assistantship salary for 2017-2018 is $5,120 per semester.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures review the following: [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships).

**Primary Responsibilities:**
- Utilize technology to market Counseling Center outreach programs and services.
- Maintain Counseling Center Facebook page and assist in the maintenance of the Counseling Center website.
- Develop and deliver outreach programs.
- Coordinate mental health screening activities.
- Represent Counseling Center at Information Fairs.
- Represent Counseling Center at campus events.
- Serve on University committees as assigned.
- Serve as liaison between Counseling Center and student organizations.
- Attend Outreach Team Meetings.
- May include occasional activities evenings and weekends.
- Other duties as assigned.

**Qualifications:**
- Must be a full-time, degree-seeking student in a UNI graduate program (Mental Health Counseling, School Counseling, Social Work, Psychology or a related field preferred).
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Must maintain a plan GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Must have excellent written and oral communication skills.
• Must have strong interpersonal and organization skills.
• Must have demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at http://www.grad.uni.edu/assistantships) to stephanie.harken@uni.edu.

Applications received by March 31st, will be given preferential consideration.