

Alfred University

Student Affairs Division

WELLNESS CENTER, COUNSELING SERVICES GRADUATE ASSISTANT

7 hours/week

Graduate Assistant reports to the Director of the Wellness Center & CS Secretary

Description:

The GA reports for assignments to the secretary, who will allot tasks provided by the staff. The GA has no assignment to work with clients, client records, or any information pertaining to the clients at the Counseling Service.

After the GA hours are in place, please contact the secretary to notify of absences or schedule changes.

Responsibilities:

Publicity

- Posting posters in campus buildings
- Creating posters
- Designing posters, brochures, pamphlets, etc.
- Removing outdated posters from campus buildings

Events

- Support the office at events by helping to transport and return office materials
- Attend events as academic schedule allows; work entry tables; gopher for staff
- Help produce and/or package "give away" items or goody bags
- Design and/or produce large posters or other publicity

Word Processing

- Typing or retyping materials

Research

- On request: staff generates

The GA works in a confidential environment. A confidentiality agreement will be in place so that no disclosure of client identity or any information pertaining to center clients may be disclosed by the GA to any other supervisor.

Qualifications

Research, word processing, some design work using PC or MAC programs; ability to follow directions; ability to work independently; time management; professional demeanor.

For more information, please contact:

Cathie L. Chester, PsyD., LMHC
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All Student Affairs graduate assistants are expected to coordinate expectations and schedules with academic faculty and employers (if applicable).