STUDENT INVOLVEMENT
UNIVERSITY OF NEBRASKA-LINCOLN

Graduate Assistant – Women’s Center Counseling Coordinator

Student Involvement creates and models inclusive environments where students find opportunities for personal and professional development. We integrate in-class and out-of-class learning to provide positive experiences through programs, services, and events.

9-month Graduate Assistantship

Hours per Week: 20

Position Reports to: Jan Deeds, Ph.D.

Basic Function: The graduate assistant coordinates the individual counseling and support/discussion groups provided through the Women’s Center. The GA promotes Women’s Center counseling services, conducts brief intakes with potential clients, and works with field placement counselor(s) to ensure that client needs are met. Additionally, the GA is encouraged to facilitate at least one support & discussion group each semester. The GA coordinates use of the Women’s Center group room, maintains statistics about counseling use, and advises the undergraduate staff and volunteers in the Women’s Center Director’s absence.

Student Involvement Responsibilities 15%
1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects with other SI content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/department/divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
4. Assist students and other customers of Student Involvement as needed.

Project Responsibilities 85%
1. Develop, advertise, coordinate and co-facilitate (one group per semester) discussion/support groups on issues relevant to gender. Collaborate with campus and community resources to identify issues and potential facilitators.
2. Coordinate scheduling of the Women’s Center group room (338) for support and discussion groups, for individual counseling, and for the UNL Victim Advocate.
3. Collect and report statistics and information related to usage of counseling services and outreach programs.
4. In conjunction with Student Involvement Marketing and Communication staff, develop and implement a marketing plan for Women’s Center individual and group counseling services.
5. Establish appropriate referral networks with University and community counseling agencies.
6. Provide individual counseling services under the clinical supervision of a CAPS staff member (only applicable to doctoral students enrolled in Field Placement).
7. Assist the Women's Center director in facilitation of staff/volunteer training and development activities.

8. Assist the Women’s Center director in advising affiliated student organizations, such as PREVENT, Healthy Outlook Peer Educators (HOPE), and Psychology of Gender Student Organization (PGSO).

9. Facilitate psychoeducational workshops (e.g., Reconstructing Barbie, Sexpectations in Relationships, Healthy Communication, etc.) for campus and community groups, and coordinate scheduling of these presentations.

10. Assist with other programs and activities as assigned.

Special Qualifications:
- Acceptance in the doctoral counseling psychology program
- Experience with psychological assessment, intake, and referral.
- A minimum of two-years of availability.

The University of Nebraska does not discriminate based upon any protected status. Please see go.unl.edu/discrimination.