



Counseling Center | UNIVERSITY OF MIAMI

Job Description: Graduate Assistant, Outreach Services

Position Description

The Graduate Assistant for the UM Counseling Center is a paraprofessional staff member. The Graduate Assistant assists the Assistant Director of Outreach Services in managing programmatic outreach operations of the Center.

Job Responsibilities

I. Outreach, Education, and Programming

- a. Assist with the development and logistical coordination of educational programming/events such as New Student Orientation, National Mental Health Awareness weeks, The Clothesline Project, National Suicide Awareness Day, and Healthy Body Talk Week.
- b. Assist Counseling Center Peer Educators (COPE) in executing marketing campaigns.
- c. Participate in and encourage development of interdepartmental programs in mental health education to meet the needs of the UM students.
- d. Serve as a resource for University of Miami faculty, staff, and students in reference to the Counseling Center.
- e. Attend weekly COPE leader and general member meetings. Co-lead meetings as needed.
- f. Maintain Counseling Center self-help materials in waiting room space and for tabling events.

II. Assessment

- a. Develop assessment methods to evaluate and measure the effectiveness of mental health outreach efforts by the Center through various means (online surveys, interviews, staff development).
- b. Assist UMCC Leadership Team in creating materials for distribution highlighting data collected.

III. Administrative

- a. Attend the Counseling Center's bi-weekly outreach committee meetings and staff meetings as requested.
- b. Manage UMCC social media platforms on Facebook and Instagram. Work in collaboration with peer educators to execute a multimedia marketing strategy.
- c. Assist Outreach Director with tracking of budget expenses and selection of Counseling Center marketing items.
- d. Organize and maintain inventory of Counseling Center programming give away items and event materials.
- e. Assist Counseling Center staff and peer educators by preparing tabling items, setting up and cleaning up of some tabling events as needed.
- f. Create flyers to advertise Counseling Center clinical services such as group therapy programs.
- g. Maintain office visual displays of mental health information.
- h. Assist in website updates, proofreading and creative brainstorming.

IV. Supervision

- a. Assist in development of projects, tasks, and program presentations for undergraduate peer educators.



- b. Co-advise peer educators on program planning.
- c. Assist the Assistant Director of Outreach Services in developing training programs for peer educators.

V. Assist the Assistant Director of Outreach Services with other duties as assigned

Please note that responsibilities for the Graduate Assistant will be tailored as much as possible to suit GA's interests, skills, and to semester department initiatives. Specific responsibilities vary from semester to semester, depending on programs and services offered during that time.

Availability

The Graduate Assistant is required to work 20 hours per week between office hours and outreach programs. Office hours are to be set up with the Assistant Director of the Center. Ability to attend most programs during days, evenings, and/or weekends is required.

Remuneration:

- 18,000 spread over 10-month period to be paid monthly on the last weekday of the month.

Terms of Employment:

Dates of employment are negotiable, but must align with summer, fall, and spring semester dates.

- The start date for the Graduate Assistant is negotiable but expected to begin no later than, August 20, 2021. The end date for employment is May 15th.
- The Graduate Assistant must be a graduate student in a degree-seeking program in the area of public health, counseling, psychology, higher education administration, or related field.

Skills Required

- Excellent verbal skills, ability to present to individuals and groups.
- Excellent written skills for professional communication.
- Ability to write, and design health education materials.
- Ability to multitask on several projects simultaneously.
- Computer literacy, including word processing, google documents, and social media platforms.
- Graphic design familiarity with programs such as Canva, Photoshop and/or InDesign.
- Previous programming experience specifically working with college student population.
- Desire to work with and mentor students.
- Able to work evenings and/or weekends for outreach events.

Preferred Skills

- Previous programming experience.
- Knowledge of recent trends surrounding mental health on college campuses.
- Knowledge of the University of Miami systems including annual programs, events and departmental collaborations.

Contact:

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