

Counseling Center GA Job Description Template

Job Title: Counseling Center Suicide Prevention Data & Assessment Graduate Assistant

Summary of Position: Works closely with the Clinical Director to design and implement data and assessment tools and procedures, including attending data collection events, compiling assessments and data, and presenting data in a professional manner. Collaborates with other Counseling Center staff and other University departments. This is a 20-hour-per-week, 9-month position, August 15-May 15. Some evening and weekend hours may be required. The stipend plus a tuition benefit. More information can be found https://www.etsu.edu/cbat/computing/graduate_programs/assistantships.php.

Essential Functions:

Research Assistance:

- Conduct literature reviews for more evidence-based aligned efforts.
- Collect and analyze data using statistical tools or software.
- Summarize findings and prepare reports or presentations.
- Stay updated on best practices and trends in educational research and assessment.

Assessment Support:

- Assist in designing suicide prevention assessment projects.
- Assist in developing assessment tools or surveys for projects.
- Coordinate data collection efforts.
- Analyze assessment data to evaluate program effectiveness or student learning outcomes.
- Prepare reports or presentations summarizing assessment results.

Administrative Support:

- Organize and maintain assessment databases.
- Coordinate meetings or events related to projects or assessments.
- Assist in preparing materials for presentations.
- Handle correspondence and communication related to projects.

Technical Skills:

- Proficiency in a statistical software (e.g., SPSS, R, SAS) for data analysis.
- Knowledge of survey tools (e.g., Qualtrics, SurveyMonkey) for assessment purposes.
- Ability to use Excel or other software for data management and, possibly, visualization.

Communication and Collaboration:

- Communicate effectively with faculty, staff, and students involved in projects or assessments.
- Collaborate with team members to achieve project goals.
- Present findings or assessment results to Counseling Center stakeholders.

Ethical Standards:

- Adhere to ethical standards in data and assessment practices, including confidentiality and data protection.

Additional Responsibilities:

- Depending on the specific department or program, additional responsibilities may include assisting with grant writing, preparing IRB (Institutional Review Board) applications, or supporting accreditation processes.

Qualifications: Must be a full-time, currently enrolled graduate student. (for International students: Must have an approved Visa at the time of Interview or at latest the time of being offered this position.) Must be competent in working with the college-age population. Previous experience in project development, data collection/analysis, peer education, and communication/presentation skills is desirable. Experience with social media is a plus. Applicant MUST be able to work independently, while remaining under supervision of administrative staff. A

demonstrated interest in mental health and suicide prevention will be given a priority. Preference given to students in mental health (e.g., Social Work, Mental Health Counseling) graduate program that is considering doctorate/research-based work. Good organizational skills and the ability to work independently and collaboratively are essential to success in this position.

Skills: Familiarity with Microsoft Office Suite and some data analysis software is assumed. Previous experience with media design applications (Canva, Hootsuite, etc.) is preferred. Experience specifically with SPSS is a plus.