

**UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN
COUNSELING CENTER**

PRE-PROFESSIONAL GRADUATE ASSISTANTSHIP

Position Title:

Pre-professional Graduate Assistant (PGA) for the Counseling Center with emphasis on Programming for Underrepresented Student Populations: Black Student Outreach

Type of Position:

25% to 33% graduate assistantship, nine months, beginning August 16, 2024. This position is a pre-professional activity for students in Clinical Psychology, Community Health, Counseling Psychology, Educational Organization and Leadership, Educational Policy Studies, Educational Psychology, Medical Scholars, Nutritional Sciences, Psychology, Social Work, Special Education, Speech and Hearing Sciences, or other approved academic programs that would meet qualifications for a pre-professional experience.

Description:

This PGA will provide general counseling center outreach and prevention programming. The PGA will also provide assistance with general counseling center operational needs. The PGA Assist in the development and administration of psychological and developmental programming for Black student populations.

Duties

- Conduct general outreach and prevention programming for the Counseling Center.
- Provide regular assistance to general counseling center operational demands.
- Support members of Sankofa (outreach team for Black student outreach) in development and administration of outreach programs for Black student populations.
- Supervise Counseling Center paraprofessionals working with Sankofa.
- Attend and at time lead SANKOFA team meetings.
- Attend weekly supervision meetings with supervisors.
- Coordinate general outreach requests related to Black student outreach.
- Survey pertinent literature and assist with periodic needs assessment and program evaluation.
- Create meeting minutes and keep records for Sankofa.
- Develop and coordinate publicity materials for programs as needed with assistance from the Manager of Media Communications.
- Provide leadership in collaborating with other campus agencies and organizations to enhance outreach programming efforts and opportunities.
- Participate in supervision of Counseling Center Paraprofessionals (CCPs) in outreach roles and skill building workshops.
- Internal and external collaborations are expected. Some liaisons may include but are not limited to working with the Bruce D. Nesbitt African American Cultural Center (BNAACC), Housing, Black Greek Counsel, Office of Minority Student Affairs (OMSA), Access and Achievement Program, Morrill Engineering Program (MEP), units within the Office of Inclusion and Intercultural Relations (OIIR), and other student and staff organizations with a focus on recruitment and retention of Black student populations.
- Other duties as assigned.

Qualifications:

Graduate student in Clinical Psychology, Community Health, Counseling Psychology, Educational Organization and Leadership, Educational Policy Studies, Educational Psychology, Medical Scholars, Nutritional Sciences, Psychology, Social Work, Special Education, Speech and Hearing Sciences, or other approved academic programs that would meet qualifications for a pre-professional experience. Ability to consult with various student groups and develop workshops. Experience with program development and evaluation desirable. Knowledge of and experience in working with Black student populations. Written and verbal communication skills necessary for program development and delivery is an

essential qualification. Availability during the Counseling Center's business hours (Monday, Tuesday and Friday 8 am to 5 pm; Wednesday and Thursday 8 am to 7 pm). Must also be flexible to work some evenings and weekends.

Compensation:

Commensurate with current university policies on graduate student stipends and fee waivers. **All applicants will be required to fill out a FAFSA form to assess eligibility for Federal Work Study Assistantships.**

Application Procedure:

Review of applications will begin immediately and will continue until the position is filled. To apply for the position please complete the form found at <https://forms.illinois.edu/sec/702301541>.

If you have any questions regarding the application process, please email Mary Barker, Human Resources Associate, mdietz@illinois.edu