

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

PRE-PROFESSIONAL GRADUATE ASSISTANTSHIP

Position Title:

Pre-professional Graduate Assistant for the Counseling Center with an emphasis on assessment and evaluation and general counseling center operations.

Type of Position:

33% to 50% graduate assistantship, nine months, beginning August 16, 2024. This position is a pre-professional graduate assistantship (PGA) geared for students in Clinical Psychology, Community Health, Counseling Psychology, Educational Policy Organization and Leadership, 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:

Works with and under the Research Data Analyst and Assistant Director of Therapeutic Services in all facets of service development, delivery, and administration of clinical services at the Counseling Center.

Duties:

- Conduct general outreach and prevention programming for the Counseling Center.
- Provide regular assistance to general counseling center operational demands.
- Attend Therapeutic Services Committee meetings.
- Meet regularly with supervisors from counseling center staff.
- Assist with updating counseling center policies and procedures in a variety of areas as needed.
- Maintain private practitioner referral list and survey community resources to determine availability for students.
- Special projects such as organizing staff in-service meetings.
- Supplemental assistance to Counseling Center Committees as needed (ex: A&E Committee, Distressed/Distressing Students and Suicide Prevention programs, etc.).
- Participate in supervision of Counseling Center Paraprofessionals (CCPs) in outreach roles and data analyst needs.
- Other duties as assigned.

Qualifications:

This position is a pre-professional graduate assistantship (PGA) geared for students in Clinical Psychology, Community Health, Counseling Psychology, Educational Policy Organization and Leadership, 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. Experience in a mental health setting is desirable. 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.