



**JOB DESCRIPTION**  
**DEPARTMENT OF HIGHER EDUCATION**  
**MS PROGRAM IN COLLEGE COUNSELING AND STUDENT DEVELOPMENT**

Title: CCSD Graduate Assistant

Reports to: CCSD Program Coordinator

**GENERAL RESPONSIBILITIES AND EXPECTATIONS:**

The Graduate Assistant position, under the supervision of the Program Coordinator and Program Director for the College Counseling and Student Development (CCSD) graduate program is a 10-month (15 – 20 hours per week) position. The Graduate Assistant is considered a para-professional staff member who works with special projects and programs in the department including marketing the CCSD program to prospective students. The selected person will be a vital member of the office and be committed to their own development as an individual and professional. The Graduate Assistant will work with incoming students, the cohorts, faculty members, and guest professionals while coordinating and implementing projects and programs pertaining to the MS in CCSD.

**SPECIFIC DUTIES:**

**Build relationships with faculty, staff, and students participating in the CCSD program**

- Liaison between cohorts and department
- Plan and coordinate events:
  - Cohort Mixers (Sept, Oct, Nov, Feb, Apr)

**Represent the program and assist in marketing the program both on and off campus as directed**

- Coordinate the details for CCSD involvement in various graduate and career fairs, NASPA (Regional & National) and ACPA graduate fair booths
- Meet with potential master's degree candidates (we will talk through admissions meetings)
- Respond to prospective student inquiries
- Create/Maintain databases for tracking prospective students

**Assist Program Coordinator**

- Assist with administrative procedures of the office
- Assist with CCSD Newsletter due in early Fall
- Assist in planning and coordinating events for CCSD program
  - New Student Orientation (August)
  - Community College Symposium (October)
  - Summer Assistantships 101 (November)

*Updated 1.31.22*

- o Christmas Party (December)
- o Professional Development Day (January)
- o Graduate Assistantship Interview Days (March)
- o CCSD Hooding Ceremony (May)

**THE GA WILL GAIN EXPERIENCE IN THE FOLLOWING COMPETENCY AREAS**

1. Assessment, Evaluation, and Research
2. Organization and Human Resources
3. Student Learning and Development
4. Advising and Support
5. Technology

GA will also gain competency in program development and implementation, and facilitating effective campus and community relationships. They will have opportunities to develop in the following additional competency areas if they choose: Moral, Spiritual, and Ethical Foundation; Leadership; and Social Justice and Inclusion

**SKILLS REQUIRED**

- A passion and willingness to serve students, faculty, and staff
- Ability to take initiative and work independently on projects
- Ability to manage CCSD Weebly Website and social media posts
- Highly organized; able to prioritize and manage multiple projects
- Ability to contribute creative ideas to the CCSD team and initiate solutions when a need is recognized
- Possess strong interpersonal skills with excellent and effective oral and written communication skills
- Possess basic knowledge (or be willing to learn) of student affairs professional associations such as NASPA, ACPA, ACUHO-I, and/or NODA

**WEEKLY BREAKDOWN OF HOURS**

1 Hour	Weekly one-on-one meeting with Program Coordinator
1 Hour	Manage social media, job posts, website, and weekly CCSD Update
3 – 4 Hours	Respond to emails, inquiries, and voicemail
1 – 2 Hours	Meetings and campus tours with prospective students
5 – 6 Hours	Plan and coordinate CCSD events
3 – 4 Hours	Assist Program Coordinator and Faculty with administrative procedures and special projects
1 – 2 Hours	Monthly attend program events, office meetings
<b>15-20 Hours</b>	<b>Total</b>