

COUNSELING PSYCHOLOGY DEPARTMENTAL GRADUATE ASSISTANT

Graduate Assistant Job Description

Summary Job Description

Title III Graduate Assistant for Psychology: Title III is seeking applicants for a Graduate Assistant position to be assigned to the Department of Psychology Sciences and Counseling – Doctoral Counseling Psychology Program. Responsibilities may include: administrative work, the review and updating of information on the website, and assisting faculty members in research, teaching, and meeting preparation. Written and oral communication skills are a must as candidates engage with faculty and students regularly and are expected to work on designing surveys for meeting topics, PowerPoints for meetings, and newsletters, as well as assist with research projects. Graduate assistants must be reliable, abide by the agreed-upon schedules, maintain absolute confidentiality, and work independently. Completion of general office tasks will be expected when needed. This is only a brief description of the position; other duties will be assigned as necessary. Graduate assistants are expected to submit weekly reports on accomplishment and progress.

Job Requirements/ Qualifications:

- Knowledge of Microsoft Office software (i.e., Word, PowerPoint, Excel, Outlook)
- Knowledge of Internet/online research applications and general communication technology (i.e., email, phone, fax, scan, etc.)
- Ability to conduct research, synthesize findings, and compile succinct summaries on educational trends to guide practice in the Office
- Excellent written and oral communication skills (Including telephone and email etiquette) Ability to manage multiple projects and adhere to timelines
- Ability to be punctual, self-guided, and work independently
- Knowledge of SPSS and/or SAS, Adobe Creative, or Canva are plus.

Eligibility:

- Full-time graduate student enrolled at and taking classes at Tennessee State University
- Taking a minimum of 9 graduate credit hours each semester (6 credits in the summer)
- Submission of an application package **and** successfully completing All the interview processes Availability to work 20 hours/week (no exception).

Duration of Contract:

- This is a 12-month appointment but depends on competency and displayed disposition at work. Activity Directors may rescind the contract if the GA is ineffective or does not meet the Time and Effort requirement (GA must be enrolled in graduate-level courses for a minimum of 9 hours per semester or 6 hours in the summer).
- This is a stipend only assistantship. There is no tuition waiver provided. Additionally, there is no health insurance or other benefits.

If you meet the above qualifications and wish to be considered a candidate for this position, please submit the following documents:

- Letter of reference
- Current CV Cover letter.
- Qualified and selected candidates will be called to participate in a minimum of two interviews.