WINONA STATE UNIVERSITY

GRADUATE ASSISTANT POSITION DESCRIPTION

Graduate Assistant Position Title: GRA - Graduate Research Assistant CACREP

Department or Program Position Located In: Counselor Education Department - Winona Campus

Supervisor's Contact Information:

Name: Dr. Mary Fawcett

Phone: 507-457-5338

Location: 132 Gildemeister Hall, Winona State University, Winona campus

Email: mfawcett@winona.edu

Date of Notice: March 2016

Application Deadline: Available Fall 2016

Begin/End Dates for Employment: 08/15/16 - 05/10/16

Full Time (320 hrs semester/20 hrs week): ○ **Part Time (160 hrs semester/10 hrs week):** ◉

Required Application Documents (checked items must be submitted with application)

- ☐ Cover Letter
- ☐ Resume
- ☐ Professional References (must include contact information/phone/email address)
- ☐ Other (list documents to be submitted)

Type of Assistantship Requested: Staff ○ Teaching ○ Research ◉

Position Description (purpose, expectations, or more detailed information):

Primary responsibilities will include but are not limited to 1) assist CED faculty with preparation for onsite CACREP visit in 2016 on Winona campus, 2) serve as ex–officio member on CED Regional Advisory Board (CEDRAB), 3) assist CED faculty with New Student Orientation Program, and 4) other duties as assigned.

Initial Tasks and Responsibilities (tasks and responsibilities at start of position):

1) Meet with assigned faculty supervisor to review expectations for the position.
2) Participate in CED New Student Orientation Program on.
3) Provide supervisor with scheduled GA office hours.
4) Be prepared to schedule regular supervision meetings with supervisor.
5) Be prepared to submit log of GRA hours and activities to faculty supervisor every two weeks at a mutually agreed upon time.

Qualifications (minimum and/or preferred requirements):

Minimum Requirements:
1) Well presented cover letter, application and resume.
2) A minimum of TWO (2) strong letters of professional recommendation.
3) Strong oral and written communication and interpersonal relation skills.
4) Demonstrated ability to write at the graduate level.
5) Full mastery of the English language.

Preferred:
1) Well developed speaking skills.
2) Research and writing skills.
3) Knowledge of APA research and writing style.
4) Well developed organization skills.

Additional Information (worksite, hours, other pertinent information):

This GRA position is ideal for students planning to pursue a doctorate program in Counselor Education or related discipline in addictions counseling. Prior GRA experience when applying for doctoral study often helps to place the individual among the top qualified applicants. NOTE: This position is a half-time GA appointment for the academic year (fall and spring terms) that requires the student to work 10 hours per week.