WINONA STATE UNIVERSITY

GRADUATE ASSISTANT POSITION DESCRIPTION

Graduate Assistant Position Title: GTA: CE 220 - Emotions and Behavior

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: April 2016

Application Deadline: Position will be open until filled with interviews scheduled to begin April 5, 2016.

Begin/End Dates for Employment: 08/22/16 - 05/02/17

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) If prior experience, syllabi & course evaluations

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) under supervision teach CE 220 - Emotions and Behaviors (3 s.h. – undergraduate) fall and spring semesters, 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) Have CE 200 - Career/Life Decision Making course syllabus prepared.
3) Be ready to begin teaching CE 200 - Career/Life Decision Making on first scheduled class meeting day.
4) Participate in CED New Student Orientation Program on.
5) Provide supervisor with scheduled GA office hours.
6) Be prepared to schedule regular supervision meetings with supervisor.
7) Be prepared to submit log of GTA/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.
6) Completion of CE 625 Career Development and Appraisal.

Preferred:
1) Prior teaching experience.
2) Well developed public speaking and presentation skills.
3) Research and writing skills.
4) Knowledge of APA research and writing style.
5) Well developed organization skills.
6) Experience, training and/or knowledge of career development theory and practice.

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

This GTA/GRA position is ideal for students planning to pursue a doctorate program in Counselor Education or related discipline. Prior GTA/GRA experience when applying for doctoral study often helps to place the individual among the top qualified applicants. NOTE: CE 220 - Emotions and Behavior meets weekly on Tuesday and Thursday daytime class format Spring term. GTA must have an open schedule during scheduled teaching hours.