**Position Description: Graduate Assistant in the Department of Psychology and Counseling**

The Department of Psychology and Counseling is seeking applicants for a graduate assistant position that will be available in the fall of 2020. The graduate assistantship (GA) is designed to support a student during full-time graduate study. Graduate assistantships cover a full tuition and fees waiver for up to 24 hours of graduate coursework annually as well as paying a stipend of $8,686 per year.

**About the Department.**

The Department of Psychology and Counseling offers four graduate degrees: Master of Arts in Industrial/Organizational Psychology, Master of Arts in School Counseling, Master of Arts in Applied Behavior Analysis, and Master of Arts in Mental Health Counseling. We have an Ed.S. in Counseling that prepares students who are interested in seeking school counseling certification and advanced experience supervising students in the future for their LPC in Missouri. A Missouri certificate is also available at the graduate level for School Psychological Examiner. The department has 20 full time faculty, with graduate enrollment increasing each year.

**Responsibilities of the Position (20 hours / week).** 10 hours a week dedicated to the I/O Psychology Program and 10 hours a week dedicated to the department. The successful candidate will be responsible for the following:

**TA for I/O program faculty includes:**

- Proctoring exams and quizzes
- Tracking student attendance
- Facilitating small group discussions within the classroom
- Organizing classroom activities and demonstrations
- Preparation of course materials such as PowerPoint slides, exams, quizzes, and other assignments
- Grading exams, quizzes, and other assignments

**Department responsibilities includes:**

- assisting faculty with research, such as literature review, scheduling appointments with research participants, coding research session videos, and graphing data
- working with the Counseling Program Coordinator to input data for CACREP-Accreditation
- working with the Chair of the Department on assessment and data collection for all programs including undergraduate and graduate in the department.
- fielding prospective student inquiries about the graduate programs in the department
- monitoring completion of admission requirements for provisional admits in the MA in ABA programs
- assisting with general advising questions about course rotations, registration, paperwork
- maintaining the department’s content about graduate programs on the department, college, and university websites

**Required Qualifications.** A successful applicant must:

- be seeking a graduate degree in the College of Education, Health, and Human Studies
- be eligible for a Graduate Assistantship; 
- be proficient in MS Word and Excel;
- have a demonstrated history of working independently without constant oversight;
- have a willingness to take initiative;
- have effective oral and written communication skills.
- have experience with data entry.
Evaluation/Renewal
This position is renewable for an additional year pending a complete evaluation of candidate performance and
duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished or the
candidate receives documented poor performance reviews. The start date for this position will be the first day of fall
semester classes for the 2019 academic year.

Application Deadline
To assure full consideration, applications should be submitted ASAP and the position will remain open until filled.
If interested, send a letter of application, résumé, and names/contact information for three references via e-mail in
MS Word or PDF format to:

Dr. Melissa Odegard-Koester
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