

POSITION TITLE: Graduate Assistant, Counseling Psychology Practicum Office

SCHOOL / OFFICE: Boston College, Lynch School of Education and Human Development, Counseling, Developmental and Educational Psychology Department, Counseling Psychology Practicum Office.

SUPERVISOR:

James Aronson, Ph. D.
Practicum Director

START AND END DATE: August 28, 2020 – December 20, 2020 renewable pending satisfactory performance.

HOURS PER WEEK: 20 hours/wk or 10 hours/wk

COMPENSATION: Standard 10 hr or 20 hr graduate student stipend and tuition credits

OFFICE DESCRIPTION: Our overarching goal aligns with the Lynch School Mission to empower our students to reach their highest human potential and lead meaningful, personal and professional lives. More specifically, the Counseling Psychology Practicum Office manages the field training process for approximately 150 students enrolled each year in the School and Mental Health Counseling Master's programs. The office also supports alumni in obtaining the professional license in all 50 states. In addition, the office is active in local and national advocacy involving issues of vital interest to the professions of school and mental health counseling - including program accreditation, state regulations, license portability, and funding.

POSITION DESCRIPTION: The GA role is primarily administrative. The position offers a student the opportunity to develop and hone skills in administrative management that are useful across a variety of professional fields. For example, the GA will observe, and participate in, the management of all aspects of the field training process from placement to graduation and beyond for a large number of graduate students. In so doing, the GA will learn about risk management, contracting, state laws governing professional licensure, assessment of student progress, and advocacy on behalf of the professions. In addition, the GA may have an entry level opportunity to advise graduate students in their internship application process.

Competencies that the Graduate Assistants will develop:

- Teamwork and collaboration with practicum director and BC professional staff
- Basic database management
- Critical thinking/problem solving
- Professionalism and work ethic in a professional office work environment
- Accountability and effective time and project management.
- Oral and written communication

POSITION DUTIES: The GA will be trained to carry out a range of key responsibilities including the following:

- Monitoring and responding to the Master's in Counseling Office e-mail account

- Monitoring and managing aspects of the Canvas Learning Management websites (i.e. revisions, compliance, student reminders, announcements).
- Managing the collection, recording, and filing of critical documents
- Data entry and simple statistical analysis of student performance and other surveys
- Managing the database of training partnerships (Shrink Ink)
- Assist in the management of the training affiliation agreement process for each practicum/internship site
- Assist in the management of documentation and program certification requests from current and former students related to professional licensure
- Preparing data for the faculty annual review of graduate students
- Prepare and distribute faculty review letters to students
- Coordination of student and alumni events
- Update alumni database and communicate with alumni regarding opportunities to be recognized by BC for achievements, participate in BC events, and other matters as identified.

The position is not open to Master's students enrolled in the School or Mental Health Counseling program.

Preference will be given to applicants seeking to renew the Graduate Assistantship for the spring semester and the following year pending satisfactory performance review.

CONTACT TO APPLY (Send Resume and Cover Letter):

James Aronson, Ph. D.
Practicum Director
Master's in Counseling Practicum Office
Lynch School of Education and Human Development
james.aronson@bc.edu