

New England College

Employment Job Description

Position Title: Graduate Assistant	Position #: Category: Level: HR Use Only
Division: Graduate and Continuing Studies	
Department: Natural Sciences	
Reports to: Program Director, CMHC/HS	

Position Purpose

This position provides programmatic and administrative support to the Masters of Science in Clinical Mental Health Counseling and Human Services degree programs. The Grad Assistant works closely with the Program Director in pursuit of targeted activities that will advance the success of the Clinical Mental Health Counseling Program and the Human Services Program.

Duties & Responsibilities

The Clinical Mental Health Counseling Graduate Assistant will work closely with the Program Director, meeting weekly, to support the following activities:

- Support communication with alumni of the program
- Provide support and coordination of events to help develop current CMHC students' connection to the program and to expand the marketing position of the program
- Work closely with the Program Director in the development of policies related to CACREP Accreditation
- Support the development, implementation and ongoing use of social media as well as other communication tools in support of the CMHC and HS program
- Provide administrative assistance to the Program Director in support of the program's strategic initiatives
- Provide administrative support for faculty meetings.
- Maintain documentation as required.

Position Requirements

Skills & Knowledge	Experience	Education
<ul style="list-style-type: none">• The individual should have experience with social media and computer based technology• Have the ability to work independently• Possess strong interpersonal skills as well as writing skills• Must have the ability to think analytically and they must be organized.	<ul style="list-style-type: none">• Must be enrolled within the MS in CMHC or HS program.	<ul style="list-style-type: none">• BS/BA in Psychology or related field.