Division of Student Affairs

Position: Graduate Assistant for Mental Health
Center for Counseling & Consultation, Division of Student Affairs

As a graduate assistant in the Division of Student Affairs, this job description denotes your primary responsibilities; however, the Division operates as a cohesive unit, and you may be asked to assist in other areas throughout the Division as necessary.

Description
Under the supervision of the Director of the Center for Counseling and Consultation, the primary role of the GA position is to support our counseling and consultation services on the Queens Campus. The position offers the opportunity to gain experience within higher education administration and facilitating student academic and mental health-related needs.

Responsibilities
- Manage the Interactive Screening Program (ISP) screening tool to provide online mental health screenings to students who historically under utilize counseling services (i.e. monitoring email messages from students who have endorsed some distress and suicidal thinking).
- Engage students to seek help from the Center for Counseling and Consultation.
- Provide Campus Connect (suicide prevention) training program to students, staff, and faculty members to increase skills and efficacy in responding to students who are experiencing psychological distress.
- Provide Mental Health Screening to student-athletes and other student groups on campus.
- Assist the Director in research activities, including data collection and analysis.
- Assist the CCC in outreach and program activities in promoting mental health awareness and suicide prevention.
- Administer the pre-screening questionnaire form (Initial Contact Form) to students on the telephone or in-person who seek counseling services at the CCC.
- Schedule appropriate level of counseling services for students based on the pre-screening questionnaire form (initial Contact Form).
- Provide administrative front-desk coverage.
- Other responsibilities such as COVID-19 contact tracing; assistance with vaccination related work; assistance to Health and Wellness and Student Affairs as needed
- Other duties as assigned by the Director.
Division of Student Affairs Position Description

Qualifications
- The candidate must be a fully matriculated student accepted into a St. John’s University graduate program. Enrollment in a mental health counseling or psychology program is preferred but not required.
- Excellent interpersonal, written, and oral communication skills.
- Must be detail oriented and have the ability to maintain a strict level of confidentiality.

Length of assistantship
This position requires a commitment of 20 hours per week. The Graduate Assistant contract year runs from September through May and is eligible for renewal on a yearly basis. A separate contract or working arrangement may be available for May through August and is subject to supervisor approval and budget allowance.