The Department of School, Family & Mental Health Professions (SFMHP) includes master’s level programs in Counseling (with specializations in School Counseling and Clinical Mental Health Counseling) and Marital and Family Therapy (MFT).

The doctoral graduate assistant for the SFMHP will work collaboratively with faculty, staff and community partners, as well as graduate students. The graduate assistant will support the department with marketing and communication activities (e.g., website development, social media communication, student recruitment, etc.), new program initiatives, such as continuing education and professional development programs for alums and community practitioners, and global research and education opportunities. The Graduate Assistant will also support research on program initiatives and scholarship. In addition, the Graduate Assistant may assist with course advising for students. All doctoral graduate activities will be supervised by the Department Chair, with input from Program Directors.

Responsibilities of the doctoral graduate assistants may include the following:

**JOB RESPONSIBILITIES**

- Develop efficient internal and external communication mechanisms for the department for management and marketing needs using social media.
- Support continuing education program development, including conducting needs assessment research, researching specific topics, licensure requirements, and competing programs.
- Support departmental course advising for students across programs.
- Represent the department in a professional manner in all activities.
- Assist with the recruitment and admissions process.
- Complete tasks—large and small—as needed to advance the work of the department.

**QUALIFICATIONS**

- Familiarity with Counseling and Marital & Family Therapy fields.
- Excellent communication skills (through in-person and digital media).
- Strong organizational skills.
- Demonstrated qualitative and/or quantitative research skills.
- Initiative, time management skills, and proven ability to follow through with tasks and work independently.
- Ability to work collaboratively and cooperatively with faculty and staff.
PREFERENCES

• Background and/or career interests in mental health related field.

BACKGROUND CHECK

Successful completion of a pre-employment background check is required after a contingent offer of employment is made. The contingent offer may be finalized once the background investigation has been completed and the results accepted by the university.

DATES OF EMPLOYMENT

• 12 month appointment beginning August 24, 2015
• 20 hours per week

COMPENSATION

• $20,000 salary
• 15 units of tuition scholarship
• Subsidized health insurance

JOB APPLICATION REQUIREMENTS

• Submit the following items in ONE document. Please title the document using your last name, first name and position (Example: Doe_Jane_SFMHP)
  o letter of interest
  o resume
  o contact information for three professional references

TO APPLY

Submit all documents to by Monday, February 9th to leadershipstudies@sandiego.edu.

Selected candidates will be interviewed before or during the Campus Visit for admitted students on February 26th. (Phone interviews will be available as needed).