Department of Counseling Services

Graduate Assistant for Outreach

Job Description

Department Name: Counseling Services

Job Title: Graduate Assistant for Outreach

Reports To: Director of Counseling Services/Outreach Coordinator

Purpose of Job: Assist in the development and delivery of student outreach programs

Responsibilities:

- Assist in the development and delivery of student outreach programs.
- Advise a student-run organization (Active Minds) that is guided by the Counseling Center. The organization acts to increase awareness of mental health issues on campus. Responsibilities include attending general meetings, meeting with the executive committee, acting as a liaison between Student Activities and the organization, and assisting the group with outreach objectives.
- Participate in QPR Gatekeeper Instructor training and provide QPR training as needed. Facilitate QPR training in conjunction with Judicial Affairs once a semester.
- Participate in relevant Student Life Work Teams and Advisory Boards.
- Facilitate outreach events that specifically address alcohol, pornography, sexual assault, sleep deprivation, stress, and disordered eating.
- Partner with other departments to create relevant programming.
- Develop and update material for the Counseling Center website.
- Assist in updating outreach materials and resources.
- Represent the Counseling Center at university events.
- Other duties as assigned.

Note: Some evening hours will be required since the purpose is to provide outreach to Baylor students.