Thomas University Division of Counseling
Graduate Assistantship Guidelines

Purpose:
The intent of the graduate assistantship with the Division of Counseling is to provide professional experience in the academic and community setting. Your graduate experience will be enhanced by working with the division chair in areas such as research, community networking, and grant seeking / writing, participating in CORE accreditation process, and working with the division chair on special projects each semester.

Application Process:
Applicants must complete the Graduate Assistantship Application by July 20 (for Fall) and November 15 (Spring)
• Applicants submit application to Financial Aid who will forward all applications to the Graduate Program Division Chair for his/her selection for each semester. The selected student is subject to a Criminal Background Check.
• Applicants will be asked to interview with the Chair of the Division of Counseling and/or the division faculty and may be asked to submit a writing sample.

Appointment / Renewal:
A graduate assistant will be appointed for 2 semesters, fall and spring. (No summer assistantships.) The graduate assistantship may be revoked at any time if your work does not meet the Division expectations of quality or for any unprofessional behavior. Graduate Assistants may receive the assistantship a maximum of two semesters.

Time Commitment:
The time commitment is 8 hours per week for the 15 week semester. The assignments and activities will dictate the location that you will be working, division office, campus, community or on line / telecommuting.

Responsibilities:
This position is a professional position and not a clerical position. All the activities assigned to you will be professional activities that you would perform in any academic and professional setting. All activities assigned will be to promote Thomas University and the Division of Counseling. The following is a list of some of the activities that the graduate assistant can be involved with (but not limited to):
• Research
• Grant seeking / writing
• Alumni projects
• The accreditation process for CORE
• Data collection for the division
• Recruitment process
• Program development / course development
• Special Projects assigned by the division chair

Professional Expectations:
The Graduate Assistantship is an ambassador to the Division of Counseling and to Thomas University. You are expected to:
• Maintain academic rigor
• Attend classes and participate in all classroom activities
• Maintain confidentiality
• Follow instruction, stay on task, complete assignments on schedule, dress and act professionally
• Be on time for appointments

Evaluation:
• Meet weekly with the division chair or assigned faculty
• Keep a daily log of hours
• Keep a log of assignments
• Report weekly on how classes are progressing
• Mid-Term evaluation and End of Semester evaluation