

## **Counselor In Residence Position**

Nova Southeastern University

The Counselor in Residence (CIR) is a graduate assistantship to be held by a Family Therapy or Psychology doctoral student at Nova Southeastern University. The CIR position is housed in the Department of Student Counseling in collaboration with the Office of Residential Life and Housing, as it mainly serves the on campus population. The GA's primary responsibility is to offer Crisis response, educational programming and resources, and counseling and referrals to the on campus population.

### **25-30 Hour GA Commitment:**

- *10-15 hours—Office Hours:*
    - walk in hours to see students
    - consultation services to staff and undergraduate departments
    - planning for requested outreach presentations
    - follow up crisis paperwork and phone calls
    - mandated assessments
    - work with related departments (Farquhar and Athletics)
  - *1-5 hours—On Call Crisis Coverage (24/7)*
  - *10-15 hours—Supervision and Student Counseling Meetings:*
    - case staffing
    - staff meeting
    - individual supervision
    - other Departmental meetings as assigned
    - Task force meetings
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## Primary Responsibilities

- Provide on call coverage to respond to emergency situations involving mental health issues, crisis situations, and emotional concerns of the residential population during the hours that the student counseling center is not open. When necessary, the CIR will refer students to a student counseling or the hospital. The CIR will be provided with a cell phone and should remain relatively close to campus.
- Provides open office hours of approximately 10-12 hours weekly to the on campus student population. While the CIR does not provide ongoing therapy, he/she will use office hours for consultation work and to provide resources for residential students and resident assistants. For those situations that require ongoing therapy, the CIR would refer such persons to the University Counseling Center for additional services.
- Provide educational programs and awareness on wellness and mental health issues through collaboration with DOSA, Student Counseling and other university departments. (ex- Take Back the Night, Red Zone, Eating Disorders and Body Image Awareness, Alcohol Screening Day).
- Assist with the educational curriculum of Residential Life including offering ongoing informational groups within the residence halls for students related to, for example, decision-making, self-management, and relationships. These educational initiatives will be coordinated with the office of recreation and wellness and the student counseling center and may be passive or live.
- Act as a resource to students and staff and offer assessment as to programming needs and programming assistance as requested by the University community. Provide materials and suggestions to RAs and students. At times, the CIR will also act as resource to other DOSA departments and consult with the Dean and Associate Dean of students.
- Provide continuous outreach to the student population and the residence hall staff regarding services and programs offered. This will include occasionally attending and supporting residence hall programs.
- Attend and assist with planning and presenting Residential Life staff training and meetings as requested by the Director of Residential Life and Housing. (ex. Providing basic counseling and referral training for senior and RA staff fall training and assist with Behind Closed Doors).
- Complete necessary administrative duties including weekly, semester, and annual reports for the Office of Residential Life and appropriate documentation and paperwork for services provided.
- Serve as a member of the University Wellness Committee.
- Research specific topics upon request of the Director of Student Counseling or Residential Life.

Supervision: On a weekly basis the CIR will attend three meetings with student counseling: weekly individual supervision, weekly staff meeting and weekly case

staffing. He/she will also meet bi-weekly with the Director of Residential Life and attend the bi-weekly Residential Life senior staff meeting. He or she will also meet as needed with the Area Directors, Assistant Director for Housing, and Associate Dean of Student Affairs.

Ongoing Training:

The GA would seek out ongoing training opportunities such as conferences and seminars to learn how to further the position at Nova Southeastern University and to provide personal professional development.

Insurance Coverage

The CIR may be covered under either the American Counseling Association or the American Psychological Association student insurance policy. The CIR must first be a member of either organization to apply for such coverage. Insurance coverage through these professional organizations is approximately \$150.00 annually.

Qualifications:

The abilities and qualities that are essential to this position are:

1. Should be a full-time (per terms of program) graduate student enrolled in Nova Southeastern University in the Doctoral program for Psychology or Marriage and Family Therapy. Two years of course study in the area must be completed.
2. Be able to work effectively with University students and staff in a residence hall environment.
3. Demonstrate a sense of job responsibility, initiative, energy, leadership, approachability, and maturity.
4. Should have familiarity with crisis intervention theory and practice.
5. Preference is given to candidates who have residence hall experience and/or the desire to work within Student Affairs and/or a higher education setting.
6. Must be available to live on-campus and eat in the university dining hall.
7. Due to the GA responsibilities, no other job can be held concurrent with the GA appointment.
8. Reappointment is based on exemplary performance.

Remuneration:

The CIR position is a 12-month graduate student position. The CIR will receive an annual GA 1 package:

GA1: Stipend of \$8,000.00 before taxes (\$615.40/month paid bi-weekly, \$307.70 before taxes for 26 pay periods), a tuition waiver up to \$8,000.00, a furnished apartment, a meal plan of \$2000 for the year (\$800 fall, \$800 winter, \$400 summer)