

Outreach Programs

Graduate Assistant Position Description

Summary of Position: The Counseling Center provides free, confidential counseling and support services to all enrolled UWG students to help them identify and foster personal and external resources to guide them in academic, social and emotional success, growth and development.

Position Duties:

- Assist in the development and delivery of Counseling Center Outreach Programs
- Assist in managing all social media outreach efforts and compiling data using analytics
- Create successful marketing campaigns to advertise programs and encourage positive mental health habits campus-wide
- Actively recruit students to participate in our Prevent Team; which assists in our Suicide Prevention Gatekeeper training and lead other programs designed to facilitate mental health awareness and wellness campus-wide
- Build positive relationships with multiple offices campus-wide to promote Mental Health Awareness programs and create relevant programming
- Facilitate presentations as requested to provide Psycho-Education to students regarding mental health issues
- Prepare the presentation bags and materials for the presenters to facilitate successful presentations
- Assist in updating Outreach materials and resources
- Cover front office as needed and provide support to the counselors when appropriate
- Represent the Counseling Center at university events
- Participate in all training for Graduate Assistants as required
- Other duties as assigned to meet the goals and mission of the Center