I. **Generic Roles Expected in the Counseling Center**

The Counseling Center graduate assistant functions as a counselor in training in a university counseling center setting. The PGA works under close training and supervision. The position is essentially an internship experience which is frequently used by graduate students to fulfill clinical experience requirements of academic programs. The PGA will be assigned a small caseload of appropriate level cases, ensuring that he/she will not have cases requiring more skill than a trainee would be expected to have. The PGA will be expected to handle the types of client cases that are normally presented within a university counseling center setting.

II. **Undergraduates Not Accepted**

Undergraduates are not accepted for this position. Typically, only students with previous counseling experience or master’s degree coursework in counseling or a related field are considered for this PGA position. The PGA has to have had some previous training or experience which would help him/her to function at an internship level of responsibility. The Counseling Center prefers a graduate student majoring in Human Development Counseling or another counseling-related field (e.g., Human Services).

III. **Skills Required of the Counseling Center PGA**

1) The ability to provide counseling services for a small caseload of clients seeking help with social, emotional and educational concerns.

2) Knowledge of the ethical principles of counseling and the ability to appropriately apply those principles in a counseling setting.

3) Knowledge of counseling theories and their application within a counseling setting.

4) The ability to exhibit good judgment in the selection of intervention strategies and in case management.

5) Knowledge of psychological assessment, test construction, and the ability to administer, score and interpret psychological assessment instruments such as depression screening instruments.

6) Group counseling and facilitation skills.

7) The ability to plan and implement awareness and prevention campaigns via informational displays and written articles.

8) The ability to plan, organize and present psychoeducational seminars on topics such as assertiveness, self-esteem, social skills and stress management.

IV. **Typical Tasks and Responsibilities Expected to be Assigned:**

The PGA will be assigned a number of students experiencing psychological concerns and will be responsible for providing counseling services for those individuals. The PGA will be expected to function as a member of the Counseling Center staff, maintaining the necessary forms and records, and attending staff meetings. Additional duties that may be assigned include: planning and implementing awareness and prevention displays, submitting customizations for the *Student Health 101* e-magazine, writing articles on psychological topics for the student newspaper, conducting
educational and personal growth workshops, facilitating a support group, updating community agency files, developing topical files for staff reference, and doing research on a psychological topic. The PGA is expected to meet with the supervisor for a minimum of one hour per week of individual supervision and to seek additional supervision, as necessary.

V. Educational Benefits to be Gained:

The Counseling Center PGA position furthers the development of the student's counseling, case management, and case conceptualization skills and knowledge of appropriate counseling interventions for specific client issues. In addition, the experience increases the PGA's understanding of the role of a professional counselor in a university setting, of how to function as a part of a psychotherapy team, and when and to whom to make a referral. Through the PGA position, the student also learns about how to implement awareness and prevention initiatives on a university campus.

VI. PGA Supervisor

The primary PGA supervisor will be the Director of the Counseling Center. In addition, a separate clinical supervisor may be assigned to supervise the PGA's counseling work.

VII. Location of the PGA's Work:

Most of the PGA's work will take place in the Counseling Center. The PGA will also be involved in setting up informational displays at various campus locations. On occasion, the PGA will staff Counseling Center information tables, conduct workshops on campus or may be asked to do research on a psychological topic.

VIII. Special Tasks to be Performed:

Some special tasks which might become a part of the PGA's assignment include:

1) Providing counseling for a small caseload of student clients, under staff supervision. (5-30%)

2) Maintaining documentation of counseling sessions, in accordance with professional standards. (5-20%)

3) Developing informational displays to promote awareness and prevention of various psychological issues. (5-10%)

4) Participating in outreach initiatives of the Counseling Center, including assisting with substance abuse prevention activities. (10-20%)

5) Facilitating a psychoeducational group or support group. (5-10%)

6) Participating in staff meetings and trainings regarding ethics and other professional issues. (5%)

7) Preparing resource materials for the Counseling Center including: locating and obtaining brochures on psychological topics, updating community agency files, developing files on psychological topics for staff reference, completing special bibliographic assignments pertaining to specific client issues, and preparing written materials on psychological topics of interest to students. (5-10%)

8) Submitting customizations for the Student Health 101 e-magazine. (5%)
IX. Standards for Evaluating the PGA’s Work:

The PGA is evaluated for his/her:

1) Skills in counseling and psychotherapy and maintaining professional documentation of counseling sessions.

2) Functioning in performing the routine tasks of a PGA.

3) Planning, organization and participation in outreach activities.

4) Interactions with the Counseling Center staff and supervisors.

5) Professionalism including the ability to maintain confidentiality of client information; punctuality; the ability to fulfill job-related commitments and responsibilities; appropriateness of interactions with clients, employees, and others that call or visit the Center; and judgment demonstrated in case management.

X. Individual PGA Roles:

The basic responsibilities are typically the same for the two PGA positions. However, the positions may be tailored to meet the specific professional development interests of the PGAs. This may be done by providing opportunities for the PGA to obtain experience with specific client issues and to provide support groups or psychoeducational seminars on specific topics of interest.

XI. Designated Primary Supervisor:
Bethany Bilyeu, Psy.D., LCPC
Director, Counseling Center
IRB 64, 206-7122

XII. APPROVALS:

Bethany Bilyeu, Psy.D., LCPC
Director, Counseling Center

Mark Dochterman, Ph.D.
Assistant Vice Chancellor for Student Engagement (Visiting)
Coordinator, UIS Veterans Services

Clarice Ford, Ed.D.
Vice Chancellor for Student Affairs