

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
ACADEMIC STUDENT EMPLOYEE **UNIT 11 GA**
POSITION AVAILABLE:
Community Counseling Center Assistant
FALL 2023

CLASSIFICATION/JOB TITLE

Graduate Assistant (1 positions available)

DEPARTMENT

Department of Psychology

GENERAL DESCRIPTION OF DUTIES

Graduate Assistants and Instructional Student Assistants: Under immediate supervision, the **Graduate Assistant** will assist one or more regular faculty members or the teaching staff with various professional, technical and research based duties associated generally with the subjects or programs in the department of **Psychology**.

Duties include but not limited to:

- answering phone calls
- checking and responding to emails and voicemails daily
- conducting initial client phone screenings (including responding to urgent clinical situations directly and/or providing referrals)
- creating and managing client forms (e.g., consents, questionnaires), creating client files/ filing
- assisting with chart quality assurance, scheduling intakes, managing the waiting list and referrals
- maintaining CCC financial records, managing clinic supplies, and contributing to the cleanliness of the CCC
- The Clinic Assistant also assists with training graduate student therapists in CCC Policy & Procedures.
- The Clinic Assistant may also be required to assist the Clinic Director with public relations, including but not limited to updating the clinic webpage and making announcements to the university and/or community groups regarding our clinic services

Classification Standards for Unit 11 Employees:

<http://academicpersonnel.csusb.edu/academicStudentEmployees/index.html>

MINIMUM QUALIFICATIONS

- Maintain a 2.0 G.P.A. or greater per semester and cumulative.
- Students must have at least half-time enrollment at CSUSB (6 units undergraduate; 3 units graduate)
- International students must have full-time enrollment at CSUSB

Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

TIMEBASE OR HOURS OF APPOINTMENT

3-5 hours per week

HIRING CRITERIA

The clinic assistant is a M.S. in Clinical/Counseling Psychology student employee who is designated as a Marriage and Family Therapy Trainee by the CA Board of Behavioral Sciences. Thus, students who have finished their first year in the MS Clinical/Counseling Program are eligible to apply to be the CCC Assistant during their 2nd year.

APPLICATION PROCEDURES AND DEADLINE

Please submit your resume to Stacy Forcino sforcino@csusb.edu no later than **8/24/2023** by 4:00 p.m.

PROCEDURES FOR NOTIFICATION

Applicants awarded a position will be notified.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT
Marlena Brown, Marlena.brown@csusb.edu, 909-537-7485

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.