Job Posting

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<td>Graduate Instructor Assistant</td>
<td>Graduate Department of Counseling</td>
<td>Professor of Record, Graduate Department</td>
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**Scope of Responsibilities:** Graduate Instructor Assistants, in the Graduate Counseling Department (for the Counseling Skills course), will provide verbal and written feedback regarding the students’ mastery of counseling skills.

**General Responsibilities:** Utilize Moodle to assist the professor of record in viewing counseling videos of the students’ practice of skills in role-play triads. Provide written feedback to the students after viewing the videos. Assist the professor of record in reading verbatim of the students’ practice of skills in role-play triads. Utilize Microsoft Word to provide written feedback to the students after reading the verbatim. Consult with the professor of record regarding the videos and the verbatim. At times, there may be cross-class responsibilities (there are at least two Counseling skills classes) regarding 1-5. Respond to various students’ course needs as requested by the professor. Other duties specific to the course as requested by the professor.

**Minimum Qualifications:** Master’s Degree in Counseling or closely-related field. One year work experience as a counselor. Ability to utilize a computer to access the internet and perform basic tasks online. Interpersonal skills. Strong Christian faith.

**Preferred Qualifications:** Master’s Degree in Counseling and Licensed as an LMHC. Graduate of a CACREP-accredited counseling program. Two years of counseling experience in a clinical setting. One year of experience as a supervisor to counselors. Experience with Moodle or a similar online learning management system. Interpersonal skills. Strong Christian faith and volunteer service experience.

**Status:** Part Time, Temporary

A completed employment application must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at [www.grace.edu](http://www.grace.edu).

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