



Campus Health Services

Counseling Services

Graduate Assistant Counseling Services

Graduate Assistant SUD Program– Job Description 2025-2026

Counseling Services in Campus Health Services is offering a 20-hour per week graduate assistantship (GA) position for the 2024-2025 academic year. This position will be responsible for assisting with all referrals to the Substance Use Disorder (SUDS) Program in Counseling Services.

Program Goals:

The Substance Use Disorder Program provides counseling, education, and support services related to alcohol and other drugs. These services include: individual counseling and support, alcohol and drug assessments to determine the extent of alcohol or drug use, and alcohol and drug educational groups. The Substance Use Disorder Program provides two options for students: Healthy Choices and COMPASS. Healthy Choices is a weekly 2.5 hours psychoeducation group and COMPASS is individual weekly sessions; both groups intended to address substance use.

Job Description:

- Facilitate psychoeducational alcohol and other drug groups
- Complete brief assessments and make assessments on the level of care needed for individual clients
- Review and provide feedback regarding a client's use of substances through the use of personalized feedback reports and motivational interviewing techniques
- Develop materials to assist in presentations regarding alcohol and other drugs
- Present information to organizations requesting information about alcohol and other drugs
- Coordinate care and maintain relationships with referral partners
- Attend weekly staff meetings; participate in staffing meetings and case consultations
- Document sessions in an Electronic Health Record and complete all paperwork associated with clients; requires ability to maintain confidentiality and compliance with HIPAA

Minimum Qualifications:

- Bachelor's degree
- Accepted in a graduate program at Northern Arizona University
- Must be able to work 20 hours per week during the academic year

Preferred Skills:

- Previous experience in counseling or social work field
- Experience with Motivational Interviewing principles and/or BASICS (Brief Alcohol Screening and Intervention for College Students)
- Effective oral and written communication skills
- Detail-oriented
- Experience facilitating groups or giving presentations

Benefits:

- 100% tuition waiver
- A waiver of the student health insurance premium
- Stipend

TERMS OF EMPLOYMENT:

Enrollment: Employment is contingent upon admission to the Graduate College and acceptance into a graduate program at NAU, preferably the Master of Arts, Clinical Mental Health Counseling. According to the Graduate College "To be awarded a graduate assistantship, students must be full-time, graduate degree-seeking students, with a GPA of 3.0 or higher. Students that are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship." (<https://nau.edu/graduate-college/graduate-assistantships-tuition-waivers/>)

As a condition for retention in the role, the Graduate Assistant must remain in good academic standing, which includes the following: 1) maintaining a minimum semester and cumulative GPA of 3.00, 2) no grades of C or below, and 3) completion of a minimum of nine (9) credit hours in both Fall and Spring semesters which apply towards graduation.

Period of employment: Employment begins approximately two weeks prior to the start of the Fall semester and runs through the end of the Spring Semester of the same academic year. Graduate Assistants are off contract during specific dates of the Thanksgiving holiday, Winter Break, and Spring Break.

All Graduate Assistants are hired under a provisional contract that carries a probationary period of one semester during which employment status will be reviewed. It is encouraged that Graduate Assistant candidates view the assistantship as a two-year commitment.

Work Hours: This position is part-time, approximately 20 hours per week. Please note that there are some peak times where work hours may exceed 20- hours per week. Graduate Assistants may not accept other employment during the contracted period.

Remuneration: A stipend for a 9 1/2-month contract based on start date (including August training periods), student health care plan, and tuition remission. Please note that student fees and parking permits are not included.

It is encouraged that Graduate Assistant candidates view the assistantship as a two-year commitment.

How to Apply:

Email applications to: Counseling.SUDS@nau.edu

Please send emails with the subject: **Graduate Assistant SUD Program– Job Description 2025-2026**. For further information, please contact Dazhoni Scott and Dylan Quinn at Counseling.SUDS@nau.edu

Complete APPLICATION includes:

- Cover Letter
- Resume

APPLICATION DEADLINE: Friday, March 21, 2025 @ 5:00p

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples. EEO Law Poster NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.