

## POSITION PROFILE

**Position Title: Clinical Mental Health Counseling Student Assistant**

**EOU Department/College: CMHC/STMHS**

**EOU Supervisor Title: CMHC Program Director**

**Typical Job Duration: Ends June 30, 2025**

**Job Level: 5**

**Type of Schedule: Flexible, Remote schedule**

**Typical Hours: Flexible**

**Typical Number of Hours: 10 hours per week**

## POSITION INFORMATION

### **Student Position Description Summary:**

The CMHC graduate student intern supports the program director and program specialist with program accreditation projects for the Clinical Mental Health Counseling (CMHC) program at Eastern Oregon University.

### **Job Duties, Functions & Responsibilities:**

- Data Entry: Responsible for entering assessment data for reporting purposes
- Editing: Support the development and preparation of the program's self-study report
- Other program and accreditation specific duties as assigned

## HIRING CRITERIA

### **Minimum Qualifications:**

- Current enrollment of at least 9 credits in the CMHC program
- Data entry experience
- Word processing software experience (Google Docs, Microsoft)

### **Preferred Qualifications:**

- Demonstrated self-motivation toward achieving directives
- Experience planning, coordinating, revising, and /or editing written material

### **Desired Knowledge, Skills & Abilities:**

- Experience using the Learning Management System, Canvas
- Experience using Google drive
- Experience using the virtual platform, ZOOM

## Clinical Mental Health Counseling Student Assistant Position Description

### **STUDENT LEARNING OUTCOMES** *as a result of completing this employment, the student will:*

#### **Academic Discipline-Specific Learning Outcomes:** (concepts, theories, practices taught via coursework)

1. Placeholder: Reading comprehension
2. Placeholder: Writing
3. Placeholder: Editing

#### **Industry Learning Outcomes:** (knowledge & skills learned about the industry)

4. Explain the CACREP self-study process
5. Demonstrate a working knowledge of the accreditation process
6. Discuss the role of assessment in counselor education

#### **Career-Readiness/Essential Employability Skills Learning Outcomes:**

7. Placeholder: Critical Thinking
8. Placeholder: Organizing, Planning and Prioritizing
9. Placeholder: Documenting/Recording information
10. Placeholder: Professionalism

### **PROFESSIONAL DEVELOPMENT & TRAINING**

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- FERPA training
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready Clinics First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

### **LEARNING ASSESSMENT & PERFORMANCE EVALUATION**

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework