

**Shippensburg University**  
**Department of Counseling & College Student Personnel**  
*Professionally Relevant Graduate Assistantships*

Academic Success Program  
Interim Director, Dr. Chad Bennett  
[chbenn@ship.edu](mailto:chbenn@ship.edu)  
(717) 477-1469

**Counseling Graduate Assistant (5 Positions)**

The Graduate Assistants primary responsibility is to assist at-risk students with personal, social, career, academic, and financial concerns. Each will be assigned a caseload of 10-15 incoming students. They will provide intrusive support services to these students throughout a six-week summer program and will continue working with them throughout the year. Each is also assigned a caseload of 10-15 upper class students to serve as an academic advisor for.

**ASSET Program Coordinator**

The ASSET (Academic, Social, School Enhancement Training Program) Coordinator's primary responsibility is to train and supervise 15 Peer Leaders. The Coordinator assists Peer Leaders with skill development sessions, development of activities, and facilitation evaluations. They will maintain accurate records of student contacts and generate periodic reports relating any problems or concerns to supervisor, as well as other duties as assigned.

Athletics-Heiges Field House 125  
Director, Jeffrey Michaels  
[jamich@ship.edu](mailto:jamich@ship.edu)  
(717) 477-1711

**Promotions Student Life Assistant**

The Promotions Student Life Assistant will develop and implement promotional activities for Student Life events with an emphasis on intercollegiate athletic-related events. Specifically, the position will be responsible for the following: Assist the athletics administration with promotions and game-day activities for all intercollegiate athletics programs; plan and implement promotions and game-day activities for all home events; assist with office responsibilities; and develop a promotional plan for intercollegiate sports. The promotional plan will involve: Improving game environment for spectators through the use of games, giveaways, contests, etc.; coordinating all portions of promotional activities including planning, staffing, setup, and clean-up; writing scripts for public address announcer and scoreboard operator as necessary; promoting athletic events and communicating promotions within student government, Shippensburg University student body, residence halls, Greek system, and community groups; and developing funding sources as needed.

Career Development Center-Ceddia Union Building 108

Co-Directors, Ms. Patty Gochenauer & Ms. Lorie Davis

[pmgoch@ship.edu](mailto:pmgoch@ship.edu) & [ladavis@ship.edu](mailto:ladavis@ship.edu)

(717) 477-1484

**Counseling Graduate Assistant**

Must be a student in the Masters of Counseling program with an interest in Career Development. Must be at least a one year appointment, however, a two year appointment is preferred. Duties include: personal career counseling, presenting various workshops related to job search strategies, resume and cover letter development, and interviewing skills. GA will also be involved in Consortia Job Fairs, and will be in charge of the Millersville Teachers Recruitment Day. Other duties as assigned. 250 hours in the Fall and Spring semesters, and 150 hours in the Summer semester.

Connection Alcohol and Other Drugs Program-Old Main 210A

Interim Director, Ms. Angela Winter

[alwinter@ship.edu](mailto:alwinter@ship.edu)

(717) 477-1164

**Drugs/Alcohol Training Graduate Assistant**

GA is responsible for assisting the program director with prevention, education, and intervention efforts for the overall campus. GA is primarily responsible for the organization of the education and intervention efforts. They will assist with the organization and implementation of pre-assessments; facilitating early intervention group for at-risk students; memberships in the campus/community and local drug and alcohol consortiums; implementation of educational programs on alcohol and other drugs; data input and analysis; and assistance with social marketing efforts. This assistantship is 250 hours in the Fall and Spring semesters, with an additional 150 hours during the summer.

Department of Counseling and College Student Personnel-1<sup>st</sup> Floor of Shippen Hall

Interim Director, Dr. Kurt Kraus

[klkraus@ship.edu](mailto:klkraus@ship.edu)

(717) 477-1676

**Graduate Assistant (4 Positions)**

Graduate Assistants work with faculty from the within the three departmental tracks (School Counseling, Mental Health Counseling, and College Counseling/College Student Personnel) and with the Internship Director and Department Chair. Duties include assisting faculty with research and scholarly writing, admissions interviews, department orientations and workshops, and departmental assessments. One position is available in the summer.

Football Team-Heiges Field House 210

Head Coach, Mark Maciejewski

[msmaciejewski@ship.edu](mailto:msmaciejewski@ship.edu)

(717) 477-1758

**Football Student Life Graduate Assistant**

Register and complete a minimum of 9 credit hours of graduate work. Report to the head coach and responsible for specific assignments designated by the head coach. Adhere to all rules and

regulations mandated by Shippensburg University, the Pennsylvania State Athletic Conference (PSAC), and the National Collegiate Athletic Association (NCAA). Attend all team practices and competitions. Instruct student-athletes in the fundamentals of the sport of football. Develop, recommend, and administer specific student-athlete training/conditioning program and skill development. Determine individual student-athlete strengths/abilities and recommend student-athlete utilization. Evaluate student-athlete team progress and performance according to stated objectives and recommend changes as indicated. Monitor student-athlete academic performance and implement appropriate measures in support of their academic performance with emphasis on retention and graduation. Provide disciplinary recommendations for student-athletes for infractions of rules/regulations and misconduct. Assist with scouting activities. Assist with student-athlete recruitment. Have a sound working knowledge of software applications needed for film breakdown, game analysis, public presentations and basic computer programs. Recommend purchasing of equipment and supplies. Assist sports information staff with publicity efforts. Ensure appropriate safety precautions are followed when conducting team activities. Cooperate with athletic trainers to ensure student-athletes receive proper medical and physical training services. Annually, successfully complete the NCAA recruiting exam and First Aid and Safety and CPR certifications. Attend appropriate athletics department staff meetings. Perform other related duties as required.

Grace B. Luhr's Elementary School-Located on Campus

Supervisor, Dr. Andy Carey

[alcare@ship.edu](mailto:alcare@ship.edu)

(717) 477-1650

**Elementary Lab School Graduate Assistant** (2 Positions)

Serve as counselors for elementary school children at the lab school on Shippensburg University's campus. They support teaching, service, and administration functions through activities such as meetings with students and parents. Graduate Assistants also create and publish the school newsletter. \*\*School Counseling majors are preferred.\*\*

Growing Edges Clinic-1<sup>st</sup> Floor of Shippen Hall

Supervisor, Dr. Marcy Douglass

[mjdouglass@ship.edu](mailto:mjdouglass@ship.edu)

(717) 477-1653

**Growing Edges Graduate Assistant**

Growing Edges provides free or low cost counseling services for members of the Shippensburg community. This includes individual, group, family, and play therapy sessions. Growing Edges counselors are all current Counseling Department graduate students. The Graduate Assistant conducts intake sessions, offers therapeutic services, manages client files, and serves as a liaison to community partners

Learning Center-1<sup>st</sup> Floor of Ezra Lehman Library

Director, Dr. Sabrina Marschall

[simarschall@ship.edu](mailto:simarschall@ship.edu)

(717) 477-1420

**Learning Center Graduate Assistant (3 Positions)**

Graduate Assistants provide a variety of academic support services to the campus community including tutoring, academic skills workshops, and supplemental instruction. Graduate Assistants will tutor and assist with other academic support services. Additional responsibilities may include: planning and facilitating workshops, developing and maintaining the center's webpage, assessing programs and services, and coordinating publicity and outreach efforts. Applicants should have a 3.0 GPA in their undergraduate major and be able to tutor a specific subject for which the Learning Center offers tutoring. Persons interested in working with students with academic difficulties, teaching, and bridging the mission of academic and student affairs are encouraged to apply.

Multicultural Student Affairs-Gilbert Hall 200

Director, Ms. Diane Jefferson

[dljeff@ship.edu](mailto:dljeff@ship.edu)

(717) 477-1616

**Multicultural Student Affairs Graduate Assistant (2 Positions)**

Advise student organizations and facilitators. Develop and implement diversity enrichment programs for the campus and community. Create leadership initiatives for student and community resource people. Serve as a liaison with campus constitutes.

Office of Fraternity & Sorority Life-Ceddia Union Building 237

Director, Ms. Emilee Danielson

[eadanielson@ship.edu](mailto:eadanielson@ship.edu)

(717) 477-1848

**Fraternity & Sorority Life Graduate Assistant**

Duties and responsibilities include: Assisting the Director of Fraternity & Sorority Life with advising the Inter-Fraternity Council, the Women's Pan-Hellenic Council, the Order of Omega and overseeing all major office projects including: Greek Move-In, Up `til Dawn, Homecoming, Greek Week and other duties as agreed upon. Preferred skills include: Administrative, writing and computer skills are required. Affiliation with a Greek Letter Organization and aspirations to pursue a student affairs position in higher education preferred. Ability to maintain confidentiality and to work independently is important.

Office of Judicial Affairs-Old Main 210C

Director, Ms. Janet McKeithan-Janifer

[jcmcke@ship.edu](mailto:jcmcke@ship.edu)

(717) 477-1164

**Judicial Affairs/Mediation Graduate Assistant**

Advise and train student judicial board members to administer judicial process. Will be responsible for being a member of the judicial board and will hear cases in which students have violated campus policies or been cited by the various police agencies. Will also be responsible

for monitoring service hours that are assigned to students and a referral to the Campus Drug and Alcohol Program. \*\*College Student Personnel majors are preferred.\*\*

Office of Undeclared Students-Horton Hall 112

Associate Dean, Dr. David Henriques

[dihenr@ship.edu](mailto:dihenr@ship.edu)

(717) 477-1395

**Academic Coach for Undeclared Students Graduate Assistant (4 Positions)**

Work as an academic advisor to undergraduate students who are enrolled in the Division of Undeclared Majors. Training is provided in the areas of academic policies and procedures, the general education program, academic advising, student development, and career exploration and planning. Advisors are expected to facilitate their advisees' transition to higher education and to help them declare and academic major in a timely fashion. Advisors help students identify their personal skills, interests, abilities, and to establish realistic educational goals. Also provide support in the other areas the office is responsible, such as minority student retention, placement testing, and developing educational programs.

Orientation Program-Old Main 210A

Director, Ms. Donna Gross

[dkgros@ship.edu](mailto:dkgros@ship.edu)

(717) 477-1164

**Orientation Graduate Assistant**

This position assists with the planning, implementation & evaluation of Summer and Fall orientation programs for new students and their parents (families). The SLGA will: assists director with planning, implementation and evaluation of new student and parent summer orientation programs assists director in the supervision of the summer New Student Orientation Team assists director in the selection & training of summer Orientation Team Members (volunteers) coordinates mailings and maintains mailing lists and with student staff information assist with the update and revision of handbooks, training manuals & publications assist with the design and maintenance of the Orientation web site.

Student Activities-1<sup>st</sup> Floor Ceddia Union Building

Director, Mr. Darrell Claiborne

[djclai@ship.edu](mailto:djclai@ship.edu)

(717) 477-1560

**Student Life Graduate Assistants (2 Positions)**

Under the Direction of the Director and Assistant Directors the Graduate Assistants will share responsibility for the overall leadership for the University Union & Student Activities. The Graduate Assistants shall be responsible for supporting the day to day operations of the Ceddia Union Building (CUB) and Cora I. Grove Interfaith Chapel & Spiritual Center including, student employee staffing, scheduling and training, reservations, event and meeting set-ups, equipment inventory and building maintenance. These individuals will share responsibility for web page design & maintenance, design and layout for manuals, brochures & department publications and overall graphic design for advertising and marketing events. These individuals will also serve as advisors to the Activities Program Board (APB), Homecoming Committee and a programming resource for all student clubs & organizations. This position requires dedicated and motivated

individuals who can work autonomously or in a group setting within a fast paced student affairs department. The successful candidate will provide coverage and supervision for evening and weekend events and for the operations of the University Union. Due to the scope of the department this position requires a great deal of flexibility within the work schedule and arrangements will be made to compensate for hours above and beyond the normal work schedule. Please contact Darrell Claiborne, Director for the University Union & Student Activities for a copy of the detailed job descriptions and information on how to officially apply.

University Counseling Center-1<sup>st</sup> Floor Wright Hall

Director, Dr. Philip Henry

[pwhenr@ship.edu](mailto:pwhenr@ship.edu)

(717) 477-1481

**Counseling Center Graduate Assistants (5 Positions)**

The Graduate Assistant positions in the University Counseling Center are not clinical positions per se. Accreditation guidelines do not permit Graduate Assistants access to confidential information. However, Graduate Assistants are important members of the University Counseling Center team. All Graduate Assistants are responsible for working closely with senior staff and will be involved in the following basic duties: Data Entry and Analysis. Outreach: Workshop preparation and presentation and Wellness Fair events and preparation. Research. Webpage maintenance. University Counseling Center representative at University functions. Front desk coverage. Other duties as assigned by the senior counseling staff. Furthermore, the senior staff will be actively involved in the professional growth and development of all Graduate Assistants. There will be periodic performance reviews.

*\*Last Updated December 2012\**