OPEN POSITION: GRADUATE ASSISTANTSHIP POSITION

Position Requirements: Half-time .5 Graduate Assistant (GA) needed for CFSP Community Practicum

Work Commitment: .5 (half-time) GA is required to work 10 hours per week under the direction of the Supervisor.

Pay and Benefits: This .5 GA position receives tuition waiver and stipend. 2015/16 academic year tuition waiver benefit is $14,388 = 12 credit hours (appointment is for Fall, Winter and Spring quarters) and a minimum stipend of $7,250 (paid monthly). Note: If you receive an assistantship, Dean’s Scholarship award will be reduced by the amount of the assistantship tuition waiver.

Supervising Faculty: Gloria Miller, PhD

JOB DUTIES:

Responsible for assisting faculty in all aspects of students’ clinical experiences (on and off campus) including assessment interpretation, report reading, and video and audio tape review.

The Graduate Assistant for the CFSP Practica is responsible for the following:

At DU:

- Model and conduct comprehensive assessment techniques taking a family from intake through feedback.
- Write comprehensive reports to provide to families of children assessed in clinic and to clinic students as a model for interpretation of comprehensive assessments.
- Observe and supervise students in clinic during comprehensive assessments.
- Provide helpful feedback to clinic students about comprehensive assessment process.
- Read student weekly reflections and provide comments, encouragement, and feedback.
- Check protocols and watch assessment videos to ensure standardization and reliability and validity of assessment process.
- Read comprehensive reports before course instructor and provide constructive feedback to clinic students on interpretation and writing conventions.
At our Partnership schools:

- Collaborate with school staff and families as needed.
- Conduct elements of the RTI assessment and intervention process. Model process to clinic students and support them as needed.
- Write reports as necessary for school based cases.
- Observe/supervise/consult on school site regarding school based cases.
- Read & provide constructive feedback about case report outlines, interpretation, and drafts, including writing conventions and with an RTI process in mind.

Other duties:

- Lead case discussions during weekly Seminars.
- Help clinic students to problem solve and determine next steps on cases.
- Provide initial feedback to clinic students regarding written assignments (i.e., reflection papers, assessment and case reports) and Clinic Improvement Project.
- Provide instruction on specific assessments to clinic students.
- Provide instruction on professional issues as they arise in discussion and practice.
- Communicate frequently with course instructor regarding student progress and curriculum implementation.
- Participate in end of the quarter clinic student feedback.
- Other duties as assigned.

Required Qualifications:

**Education:** Must have successfully completed Practica I courses.

**Special Knowledge, Skills, and Abilities:**

- Confident in assessment techniques and interpretation skills.
- Thorough knowledge in assessments used frequently and willing to learn new measures.
- Highly organized with excellent attention to details
- Initiates tasks without being asked.
- Uses sound judgment to function independently & to consults with course instructor.
- Professional demeanor and strong leadership skills.
- Feedback style conducive to student learning.
- Ability to teach to a variety of learning styles.

**TO APPLY:** One page letter of intent to CFSP faculty. Please send application materials to: Gloria.miller@du.edu

**Deadline to Apply:** Applications are being reviewed for academic year 2015/16 appointment. Fall 2015 quarter starts Monday, September 14, 2015. Applications will be considered until the position is filled. Interviews may be conducted in person or via Skype for out of town students.

**Additional Information:** You may be expected to work during all weeks the University is open. All work hours and schedules will be coordinated and agreed upon with the Supervisor. Please see the 2014/15 Graduate Assistant Handbook for further information.