

### **Position Description**

The School of Counseling and Counseling Psychology (SCCP) in the College of Integrative Sciences and Arts at Arizona State University invites applications for graduate assistants for the 2024-2025 academic year.

SCCP Assistantships for the 2024-2025 Academic Year include:

- SCCP Teaching Assistant
- SCCP Research Assistant
- CTC Graduate/Research Assistant

For Teaching Assistantships, class assignments may occur in a variety of modalities. The class may be offered online as an iCourse and/or oCourse; or it may be in-person on one of three campuses (Polytechnic, Tempe, and Downtown). The teaching assistants will be assigned to A/B/C sections based on class availability and on their FTE status. During each semester, those with a .25 FTE will average 10 hours/week; and those with a .50 FTE will average 20 hours/week.

For Research Assistantships, research duties may be performed at the ASU Tempe or in the field. The Research Assistant positions are .25 FTE (10 hours/week) for the 2024-2025 Academic Year.

For CTC Graduate/Research Assistants, applicants will work closely with the CTC Director and other supervising faculty to conduct psychotherapy process and outcome research. Research duties will be performed at the ASU Tempe campus. The research assistant positions are .25 FTE (10 hours/week) for the 2024-2025 academic year.

ASU's College of Integrative Sciences and Arts values diversity, and continually strives to foster a welcoming and inclusive environment. We are home to innovative teachers who are guided by educational access, student success, applied learning, and interdisciplinary inquiry. CISA has over 8,200 students in all levels of degree programs and nearly 250 full-time faculty members. We understand that there are many paths to achieving a university education, and we build undergraduate and graduate degree programs and pathways that are flexible and relevant for a rapidly changing world.

Arizona State University has been named [# 1 among the nation's most innovative universities](#) by [U.S. News & World Report](#) and a [Top 10 Best Buy public university by Fiske Guide to Colleges 2021](#). ASU is deeply committed to advancing in new and innovative ways while providing and sustaining a welcoming, supportive, and empowering environment for all members of our community. We are especially interested in applicants who can strengthen the diversity of the academic community and who are dedicated to advancing the [ASU Charter](#) and realizing our [Design Aspirations](#) through inclusive and equitable practices.

To learn more about ASU and the College of Integrative Sciences and Arts visit <http://about.asu.edu/> and <http://cisa.asu.edu>.

### **Essential Duties:**

#### SCCP Teaching Assistantship

- Modify syllabus and Canvas site as needed
- Attend class sessions when assigned to an in-person course
- Prepare and lead/assist in delivery of course content, activities and demonstrations
- For iCourse/oCourse Sections: Manage course Canvas shell, including uploading lectures and managing discussion boards
- Prepare, proctor, and grade examinations
- Evaluate student assignments
- Meet with students during office hours as needed
- For CED250: Attend teaching supervision meetings, regardless of which session that you are teaching
- Perform additional duties as assigned

#### SCCP Research Assistantship

- Conduct literature reviews

- Prepare IRB forms
- Prepare Qualtrics surveys and other data collection protocols
- Collect and analyze data from human subjects
- Draft papers for conference presentations and manuscripts to be submitted for publication
- Perform additional duties as assigned

#### CTC Graduate/Research Assistant

- Conduct literature reviews
- Prepare IRB forms
- Prepare Qualtrics surveys and other data collection protocols
- Collect and analyze data from human subjects
- Maintain CTC database
- Draft papers for conference presentations and manuscripts to be submitted for publication
- Perform additional duties as assigned

#### Required Qualifications:

- Be in good standing in *Counseling Psychology PhD* program
- Enrolled for at least 6 hours of graduate credit each semester of assistantship

#### Desired Qualifications:

- Basic knowledge and understanding of general psychology and counseling theories and applications
- Strong communication skills
- Ability to provide timely feedback on activities, assignments, and questions posed by students
- Ability to teach effectively and convey concepts
- Experience teaching at the undergraduate or graduate level
- Knowledge of ASU campus resources, policies, and procedures
- College teaching as an important professional goal
- Knowledge of major statistical software (e.g., SPSS, MPLUS, R, STATA)
- Coursework and experience with advanced statistical methods and measurement and/or advanced qualitative methods
- Research presentation or publication history
- Research as an important professional goal

#### Application Instructions:

To apply, please visit <https://www.dropbox.com/request/CW4DJKKAM9BVqiLA6QNP>

Candidates will be asked to submit the following through their Interfolio dossier. Complete applications must contain the following:

1. Cover letter outlining qualifications, experience as it relates to the specific position, and how obtaining the position will contribute to your professional goals
2. Current resume/curriculum vitae
3. Information for three professional references (name, organization, position title, e-mail and phone number)

Applicants will need to also complete a Qualtrics survey ([https://asu.co1.qualtrics.com/jfe/form/SV\\_77pXjl7q5vksUjs](https://asu.co1.qualtrics.com/jfe/form/SV_77pXjl7q5vksUjs)) ranking their interest in the types of assistantships.

The initial application deadline is **4/1/2024 at 5:00p.m. Arizona Time**. Applications will continue to be accepted on a rolling basis for a reserve pool. Applications in the reserve pool may then be reviewed in the order in which they were received until the position is filled. For technical assistance with your application contact Sue Tabor at [Susan.Tabor@asu.edu](mailto:Susan.Tabor@asu.edu), for position-related questions contact Eleni Sholes at [Eleni.Sholes@asu.edu](mailto:Eleni.Sholes@asu.edu).

Applicants must be eligible to work in the United States; ASU (College of Integrative Sciences and Arts) will not be a sponsor for this position

#### ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economical, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 130,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city and online. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

### **Equal Employment Opportunity Statement**

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

(See <https://asu.edu/aad/manuals/acd/acd401.html> and <https://www.asu.edu/titleIX/>)

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.

COVID-19 Vaccination Requirement – Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please [visit the Office of Diversity, Equity and Inclusion's webpage](#).