

**Canisius College  
Counseling Center  
Outreach Coordinator  
Position Description  
2023-2024**

**Title:** Outreach Coordinator

**Dept.:** Canisius College Counseling Center

**Report to:** Eileen Niland, Director  
Canisius College Counseling Center  
nilande@canisius.edu

- Develop, implement, promote and coordinate outreach programs.
  - Programs include (but not limited to): Stress-Less Days, Mental Health Screenings, eating disorder and body image awareness, meditation and stress reduction, sexual assault/relationship violence prevention and alcohol/substance abuse awareness.
- Collaborate with campus offices and clubs to create and promote programs.
- Coordinate schedule for departmental trainings:
  - Programs include (but not limited to): QPR suicide prevention trainings, and other requests for trainings from the campus community.
- Establish a Canisius chapter of Active Minds. Advise the chapter and provide support with chapter programs and activities.
- Create Counseling Center outreach calendar.
- Design departmental promotion to include posters and fliers that promote Counseling Center services and programs.
- Manage and post regularly on departmental social media accounts.
- Generate individual program reports and create an annual report summarizing programs and initiatives for the academic year.
- Create and regularly update the Counseling Center bulletin board.

**Other Responsibilities:**

- Serve as an academic mentor for a caseload of students by meeting weekly to create goals and plans for academic student success in the areas of time management, study skills, and campus engagement.
- Work New Student Orientation and undergraduate commencement
- Other duties as assigned.

**Qualifications:**

- Enthusiastic desire to engage, lead and motivate students
- Excellent verbal, written and organizational skills
- Familiarity with graphic design programs (ie. Canva, MS Publisher, etc) to create fliers and other promotional materials
- Previous programming experience preferred (not required)
- Self-motivated with the ability to work independently and collaboratively
- Flexibility and sense of humor

**Terms:**

- Fall and Spring academic semesters
- 25 hours per week
- Position starts the week prior to the start of classes for both the Fall and Spring academic semesters
- Attend August graduate assistant training

**Compensation:**

- 100% Tuition Waiver
- \$2,000 Stipend
- \$1,350 Meal Compensation