Canisius College
Counseling Center/Campus Ministry
Outreach Coordinator
Position Description
2020-2021

Title: Outreach Coordinator

Dept.: Canisius College Counseling Center/Campus Ministry

Report to: Eileen Niland, Director
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Michael Hayes, Director
Canisius College Campus Ministry
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Counseling Center Responsibilities:

- Develop, implement, promote and coordinate outreach programs.
  - Programs Include (but not limited to): Stress-Less Days, Depression and Anxiety Screening Days, Pop Up Mental Health Screenings, eating disorder and body image awareness, meditation and stress reduction, sexual assault/relationship violence prevention and alcohol/substance abuse awareness.
- Supervise the Step Up! Griffs Peer Education Program. Supervise, train and maintain regular communication with Peer Educators, to include biweekly meetings regarding projects.
  - Projects Include: Step Up! Griffs Bystander Intervention Training, One Love Escalation Workshops; additional sexual violence awareness and prevention programs (stalking, domestic/relationship violence, sexual assault, consent, etc.)
- Coordinate schedule for departmental trainings to include, but not limited to QPR suicide prevention trainings, Step Up! Griffs Bystander Intervention trainings and programming requests for trainings from the Canisius College community.
- Create Counseling Center outreach calendar.
- Design departmental promotion to include posters and fliers.
- Manage and regularly post on departmental social media accounts.
- Generate follow up reports for programs and create an Annual Report summarizing programs and initiatives for the academic year.
- Create and regularly update Counseling Center bulletin board.
Campus Ministry Responsibilities:

- Manage Food Pantry schedule, to include scheduling and coordinating workers.
- Coordinate site placement for biannual Community Day.
- Assist with local community outreach.
- Assist with the annual RAISE benefit and other large scale events.

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 undergraduate commencement on May 15, 2021
- Other duties as assigned.

Qualifications:

- Excellent communication and organizational skills
- Ability to lead and motivate groups of students
- Ability to create promotional materials
- Familiarity and comfort with Microsoft software
- 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 graduate assistant training on Friday, August 14, 2020

Compensation:

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