

**General Duties and Responsibilities for  
University Counseling Center Graduate Employees  
2020-2022**

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## **1.0 GENERAL INFORMATION**

The individual who shall oversee the implementation of this GDRS is: Shelly Kerr, University Counseling Center director

DATE OF THIS GDRS REVISION: June 2020

EFFECTIVE ACADEMIC YEAR: 2020-2022

### *About This Document*

The purpose of this GDRS is to clarify information concerning Graduate Employees (GEs) positions offered by the University of Oregon Counseling Center. The relationship between GEs and the University as a whole is governed by the Collective Bargaining Agreement (CBA) between the University of Oregon and the Graduate Teaching Fellows Federation. This GDRS details the specific relationship between GEs and the University Counseling Center.

This document and its amendments may be viewed or printed from the graduate school website.

This document does not apply to work-study, hourly student employees or other staff hired in the Counseling Center.

## **2.0 AVAILABILITY OF GRADUATE FELLOWSHIPS**

The availability of GE appointments are determined by the University Counseling Center director. The number of GE positions available is subject to the budgetary constraints on the GE employing unit and the University, and is based on the unit's specific need for one or more GEs. In recent years UCC GE positions have been offered to provide direct student clinical intervention, to support educational outreach, and to engage in program evaluation and outcome assessment.

The availability of GE appointments for the upcoming academic year is typically determined February - April.

## **3.0 APPLICATION AND ELIGIBILITY REQUIREMENTS**

Graduate students in good academic standing who meet the position requirements of the specific GE position are eligible to apply. Because some GE positions involve work that is regulated by the Oregon Board of Psychology, some GE position requirements are intended to ensure that GEs hired for these positions are able to fulfill those regulations.

The University Counseling Center requires that GEs maintain their studies in residency at the University of Oregon during each term of appointment. There may be temporary flexibility in this requirement for some GE positions under special circumstances (e.g., when the University is providing remote instruction due to a local, state, or national crisis). The University Graduate School requires that a GE be enrolled for a minimum of 9 graduate credit hours towards the degree per term of appointment.

Qualifications and requirements for each GE position are provided later in this document. Generally, all GE applicants should meet these basic requirements:

- The ability to effectively relate to the student population we serve;
- The ability to comply with agency expectations regarding clinical paperwork and administrative duties;

- Commitment to developing their own cultural competence and to fostering the development and maintenance of the UCC as multicultural organization;
- Previous clinical/outreach/program assessment experience relevant to specific GE positions.

This University Counseling Center has established a maximum number of reappointments for which a student is eligible. GEs will typically be considered for up to two years of reappointment for either doctoral or masters level GE's. Reappointments will be based on evaluation of previous work in the GE position and academic standing. It is rare for a GE to be offered a third year of reappointment at the UCC with decision based on exceptional GE performance and in consultation with the GEs academic program.

The Graduate School requires that students be enrolled for and successfully complete a minimum of 9 graduate credit hours towards the degree during each term of a GE appointment and be making satisfactory progress toward their degree in order to be eligible for a GE appointment (see Section 7).

Positions offered by the UCC, which are not included in the spring term application pool, will be filled by following the same application and selection process as outlined in this statement with an identifying statement of the new submittal date.

From time to time, emergency appointments will be necessary. In such cases, the UCC will post notices with appropriate departments and solicit application similarly.

Completed applications shall be turned into the UCC by a specified deadline listed in each posting. Applicants must send a letter of interest, resume or vita, and the names and contact information for three references, including at least one recent supervisor. For clinical GE positions, one of the references must be for a recent clinical supervisor.

Each candidate will be sent communication notice of the hiring decision within five working days after the decision has been made. (Article 17, Section 1)

#### **4.0 APPOINTMENT AND REAPPOINTMENT**

In accordance with the CBA, this GE employing unit's standing committee of at least two members typically includes the GE supervisor and another UCC staff member. Recommendations for appointment and reappointment will be made by the GE supervisor to the University Counseling Center director (or the director's designee).

Each candidate will be sent a notice of the hiring decision within five working days after the decision has been made.

GEs will be appointed year-to-year rather than term-to-term, whenever feasible.

Appointments and reappointments will be based on evaluation of each candidate's qualifications with respect to eligibility criteria in section 3, as well as (A) general criteria for any appointment, (B) general criteria based on particular types of work assignments available within the GE employing unit and (C) specific criteria relating to the particular GE work assignment.

In the case of the continuation of the same position, the University Counseling Center may decide to continue with the same GE in the position without a new announcement of the position. GEs will be reappointed to a third year in the same position only when they demonstrate advanced skills relevant to the position (clinical, outreach, program administration, and assessment/research) as well as advanced abilities in the areas of initiative, leadership, and autonomy.

## **Qualifications:**

### **Substance Misuse and Recovery Specialist**

- Has been admitted to and received training in an APA-approved doctoral program;
- Has successfully completed, or is currently in good standing in, an adult practicum;
- Experience in a college or university counseling center;
- Clinical experience (e.g., drop-in services, clinical intake, client sessions);
- Program coordination and support skills that can be utilized for AOD/CRC programming;
- Ability to relate to and develop rapport with students, campus partners, and UCC staff;
- Ability to develop and/or facilitate educational workshops;
- Ability to facilitate seminars and small group discussion;
- Ability to conduct needs assessments and to develop, administer, and interpret program evaluation, outcome, and satisfaction measures;
- Demonstrated initiative, creativity, autonomy, interpersonal skills, and leadership qualities;
- Demonstrated commitment to multicultural organizational development and multicultural competence; demonstrated strong written and oral communication, collaboration, leadership and organization skills.

### **Community Engagement and Outreach Specialist**

- Has been admitted to and received training in an APA-approved doctoral program;
- Experience in a college or university counseling center;
- Ability to design, implement and evaluate education and prevention programs, especially programs relevant to underserved populations;
- Demonstrated initiative, creativity, autonomy, communication skills, and leadership qualities relevant to developing and implementing education and prevention outreach programs;
- Ability to conduct needs assessment and to develop, administer, and interpret program evaluation, outcome and satisfaction measures;
- Ability to relate to and develop rapport with students, campus partners, and UCC staff;
- Demonstrated commitment to multicultural organizational development and multicultural competence;
- Demonstrated strong interpersonal communication skills including written and oral communication, collaboration, leadership and organizational skills.

### **Research and Program Evaluation Specialist**

- Has been admitted to and received training in an APA-approved doctoral program;
- Experience in a college or university counseling center;

- Experience working with national mental health data sets (e.g., Healthy Minds Study, National College Health Assessment, Center for Collegiate Mental Health (CCMH));
- Completion of coursework specific to program evaluation or survey design;
- Foundational knowledge and understanding of:
  - Research methods and statistical analysis
  - Confidentiality, APA ethical code, federal and state research compliance regulations, and the ethical conduct of research
  - College student mental health research and data;
- Ability to use and understand data from a variety of sources with an emphasis on data accuracy and integrity;
- Ability to use SPSS, create graphs, and work with existing data;
- Ability to develop, administer, and interpret measures pertaining to program evaluation (e.g., needs assessment and outcome and satisfaction measures);
- Ability to relate, connect and work collaboratively with students, campus partners, and UCC staff;
- Ability to support UCC assessment efforts and provide consultation to UCC staff and trainees;
- Demonstrated strong written and oral communication skills, including ability to write literature reviews and assessment reports and present on assessment efforts and research findings;
- Exceptional organizational and time management skills and the ability to balance competing priorities from multiple requestors;
- Demonstrated initiative, creativity, and autonomy;
- Demonstrated commitment to multicultural organizational development and multicultural competence.

Preferred Qualifications:

- Advanced statistical knowledge (e.g., structural equation modeling, multivariate statistics)
- Ability to communicate advanced research design to lay persons
- Experience collaborating with colleagues/partners in SSEM Assessment and Research

**Counseling Services Specialist**

- Has been admitted to and received training in an APA-approved doctoral program;
- Has successfully completed, or is currently in good standing in, an adult practicum;
- Has experience providing therapy in a college or university counseling center;
- Has foundational knowledge and understanding of confidentiality and APA Ethics Code
- Has exceptional organizational and time management skills;
- Demonstrated strong written and oral communication skills;
- Has ability to relate, connect and work collaboratively with students, campus partners, and UCC staff;
- Has demonstrated commitment to multicultural organizational development and multicultural competence.

Applications will be evaluated based on the requirements listed for each position. This applies to positions that become available outside the normal appointment cycle as well.

If no qualified students apply or are available for a particular position, the director or selection team may reopen the application process for the position. Generally, same application process described in Section 4 and appointment/reappointment process described here will be repeated. However, the department reserves the right to proceed to fill the position as it would an emergency appointment. (Also described in Section 3).

Performance of GEs in this employing unit will be evaluated in writing twice a year (typically beginning of winter term and end of spring term). The criteria used for evaluation is found in section 7.0 under each specific position and on the UCC GE evaluation form.

UCC GEs are most commonly appointed at the following full-time equivalent levels (FTE) and corresponding total workloads for fall-spring appointments: .49 FTE. The UCC occasionally offers limited summer GE appointments.

## **5.0 WORKLOADS AND WORK ASSIGNMENTS**

Workload includes performance of all duties of the work assignment. For example, the workload for a teaching assignment would include preparation time, office hours and time spent interacting with students via email or Blackboard, etc., in addition to time spent actually teaching. In setting the workload (and thus FTE) for a particular GE position, GE employing units consider what constitutes a workload sufficient to perform the work assignment satisfactorily.

For various work assignments, the distribution of workload among various duties is considered to be reflective of average breakdowns within the normative standard of the total workload. The distribution of time actually spent on duties may vary from week to week, but the workload per term should be within the designated number of total workload hours. GEs are encouraged to track how they spend their work hours and to contact their supervisors early in the term if the distribution of time they are spending on individual duties varies widely from established expectations. This section sets forth expectations around duties for GE assignment types in this unit.

NOTE: In this GE employing unit, GEs are most commonly appointed at a .49 FTE (Up to 215 hours per term or up to 645 hours per academic year).

### **Responsibilities**

Each GE position has its own specific responsibilities. All GEs are expected to participate in UCC staff meetings, supervisory meetings, and some professional development trainings. If the professional development trainings required by the UCC (e.g., multicultural staff developments, ethical decision making, clinically focused training) to fulfill the GEs position responsibilities do not total the six hours of annual professional development encouraged by GE collective bargaining agreement, GEs may request to add additional hours to complete their six hours of annual professional development. There may be some professional development trainings offered by the UCC that are of interest to GEs, but are not required for them to attend. GEs may be permitted to attend those trainings, but the training hours would not be included in their expected GE hours for the week/term/year, except as needed to meet the CBA's encouragement of six hours of professional development annually.

### **Substance Misuse and Recovery Specialist (.49 FTE)**

- Provide individual and/or group psychological services for alcohol and other drug concerns including Choices program and AOD consult sessions;
- Receive clinical training and regular supervision by AOD clinical staff relevant to provision of specialized services (including review of video recorded client sessions);
- Complete electronic documentation of clinical work and case management;
- Assist in coordination of CRC program and services;
- Assist in marketing and promotion of AOD/CRC programs and services;
- Develop, coordinate, and/or facilitate AOD educational programming;
- Coordinate UCC AOD team meetings;
- Staff the CRC as scheduled;
- Facilitate CRC seminars & other events;
- Supervise and mentor CRC student employees and interns, as needed;
- Participate in networking and tabling events (e.g. attend student organization meetings, campus events, tabling for orientation events, interact with student groups);
- Assist in the development, administration, and interpretation of measures pertaining to program evaluation, in collaboration with assessment team (e.g. needs assessment and outcome and satisfaction measures, focus groups, etc.);
- Assist in presentation of data from AOD/CRC programs and services;
- Organize and analyze existing program and participant data and communicate results;
- Identify, review and communicate about literature relevant to AOD and collegiate recovery centers;
- Participate in AOD/CRC and other assigned department and University meetings;
- Administrative duties relevant to AOD/CRC roles.

### **Community Engagement and Outreach Specialist (.49 FTE)**

- Provide education and prevention outreach (although often focused on underrepresented students, outreaches may also involve activities that are not specifically targeted to these populations):
  - Facilitate relationship-building and psychoeducational programming and services to underserved campus populations
  - Provide workshops and programs on mental health topics targeting wide range of students
  - Attend networking and tabling events (e.g. attend student organization meetings, campus events, tabling for orientation events, interact with student groups);
- Design, implement, and evaluate education and prevention programs, especially relevant to underserved populations;
- Assist in the development and management of social media content and digital resources
- Assist with preparation and planning for outreach activities coordinated by UCC outreach team and Student Advisory Board members;
- Assist in marketing and promotion of outreach programs;
- Identify, review, and communicate the literature and research relevant to developing, implementing and evaluating education and prevention outreach programs;
- Assist in the development, administration and interpretation of measures pertaining to program evaluation, in collaboration with assessment team (e.g. needs assessment, outcome and satisfaction measures, focus groups, etc.);

- Assist in presentation of data and results collected from program evaluation and outreach efforts;
- Provide support and mentorship to student leaders with their mental health promotion activities (e.g., Student Advisory Board, mental health campaign student chair, Student Suicide Prevention Team)
- Administrative duties relevant to outreach role;
- Participate in outreach meetings and other assigned department and University meetings;
- Participate in regular individual supervision.

### **Research and Program Evaluation Specialist (.49 FTE)**

- Provide programmatic support for UCC research and assessment activities, including:
  - Implement and coordinate biennial research projects (e.g., Healthy Minds Study, Client Experience Surveys)
  - Collaborate and maintain regular correspondence with colleagues in SSEM Assessment and Research and with co-collaborators on national and multi-site research projects
  - Maintain and update UCC assessment plan
  - Responding to research and data requests
  - Identify, review, and communicate about literature relevant to assessment and research projects
  - Develop and administer measures pertaining to program evaluation (e.g., needs assessment and outcome and satisfaction measures)
  - Clean, combine, and export large data sets
  - Analyze and interpret existing data
  - Present assessment efforts, relevant data, and results
  - Write literature reviews, assessment/research reports, and IRB proposals
- Coordinate and lead assessment-related meetings with UCC staff and trainees
- Participate in consultation with UCC staff, trainees, and other UO staff as necessary to provide support for assessment and research projects
- Participate in ongoing individual supervision
- Participate in UCC staff meeting/staff development activities and other assigned department and University meetings
- Complete administrative duties relevant to assessment role

### **Counseling Services Specialist**

- Provide focused, short-term therapy to student clients;
- Provide other essential clinical services, as needed, such as:
  - Drop-in support (e.g., brief assessment, crisis intervention, consultation),
  - Group therapy,
  - Facilitate clinical workshops,
  - Provide clinically-related outreach support (e.g., crisis debriefings, outreach support services),
  - And any other clinical services consistent with a stepped care model;
- Participate on clinical disposition teams;
- Participate in case management of student clients;
- Complete clinical documentation and other administrative duties consistent with this position;
- Participate in regular supervision;



- Attend staff and other department meetings, professional development, retreats, and trainings.

## **6.0 HEALTH AND SAFETY INFORMATION**

### **Accident Reporting and Workers' Compensation:**

The University's Workers' Compensation Program is administered by Safety and Risk Services. If you have any questions about the program, please call 541-345-8316.

All University of Oregon employees, including GEs, are covered by workers' compensation insurance through SAIF Corporation. This coverage is for occupational injuries, illnesses or diseases that arise out of or in the course and scope of employment.

The University has established procedures for reporting accidents and filing workers' compensation claims. They are intended to expedite claims processing and to minimize the possibility of delays in payment of benefits. If a GE is injured on the job, the GE must report it immediately to the supervisor. The supervisor will complete the Workplace Injury Report with the GE. If, as a result of the accident, the GE requires medical care, a Workers' Compensation Claim Form (801) must be completed within 24 hours. If, due to the nature of the injury or illness, the GE is unable to complete the 801, the supervisor will submit it on behalf of the GE. Workers' compensation information and forms are available at <https://safety.uoregon.edu/injury-reporting-and-workers-compensation>.

Oregon laws prohibit discrimination or retaliation by an employer against an employee for filing a workers' compensation claim or a safety-related complaint with OSHA (Occupational Safety and Health Administration).

In addition to medical expenses related to the injury or illness, benefits provided by SAIF Corporation may also include temporary total disability payments if the GE is unable to work as authorized by an attending physician. The GE will be notified by SAIF Corporation of the rights and coverage when the claim is processed.

An injured GE who is unable to work may not receive both salary compensation from workers' compensation and sick leave or other pay when this results in the GE receiving more than their regular monthly salary. Should this occur and payment is received from both sources, the GE must be prepared to repay any over-payments. If the GE believes there is some confusion about salary or workers' compensation benefits, contact Safety and Risk Services immediately.

ORS 659A.043 – 659A.052 describe reinstatement or reemployment rights for employees who have sustained a compensable occupational injury or illness.

### **Safety Information:**

The University of Oregon Safety Policy may be found in the library, <http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/safety-physical-space-and-environment>. The Office of Environmental Health and Safety (EHS) is responsible for the University's safety programs. For questions or information regarding any of these programs, contact EHS at 541-346-3192 or visit their website, <https://safety.uoregon.edu/environmental-health-and-safety>. Safety concerns may also be submitted via an online reporting system on the Safety Advisory Committee website, <https://safety.uoregon.edu/content/safety-advisory-committee>.

## **Reporting Safety Hazards:**

GEs who identify safety hazards and issues are encouraged to discuss them immediately with their supervisor. The following unit representative may also be contacted: Rod Keck, Administrative Services Coordinator.

Other resources on campus to report such information Safety and Risk Services, a Safety Advisory Committee representative or a GTFF union representative. Off-campus resources include the local OSHA office and the Bureau of Labor and Industries (BOLI).

All emergency procedures and protocol are identified in the **UCC Policy and Procedure Manual**. Evacuation plans are also explained in a crisis procedures document and posted in hallways and other relevant spaces. First aid supplies are available at the front desk. If personal protective equipment is required, it will be provided by the UCC.

## **7.0 SATISFACTORY PROGRESS TOWARD GRADUATE DEGREE**

Because a GE appointment is the method by which departments can offer financial support to promising students in a graduate degree program, and should be beneficial to the student's development in that program, individuals appointed as GEs are regarded primarily as graduate students providing service as part of a learning experience, rather than solely as employees whose education is secondary.

This GE employing unit is an administrative, non-academic unit. Satisfactory progress is determined by each GE's graduate program. See that program's website, handbook or GDRS for more information.

A GE appointment may be terminated pursuant to the conditions specified by Article 16 of the GTTF Collective Bargaining Agreement. Article 16 further outlines procedures for informing the GE of deficiencies in their work performance or progress toward the degree.

## **8.0 DISCRIMINATION GRIEVANCE PROCEDURE**

To file an employment-related discrimination grievance, GEs are encouraged to contact the Graduate Teaching Fellows Federation. For discrimination grievances that pertain to a GE's role as a student, graduate students should refer to the Office of Investigations and Civil Rights Compliance reporting procedures online at <https://investigations.uoregon.edu/how-report>.

## **9.0 WORK ENVIRONMENT**

This section provides information about GE facilities and services described in Article 10 of the GTTF Collective Bargaining Agreement.

Information about work environment resources for GEs is provided to GEs at orientation and can be found in the department Policy and Procedure Manual

Workspace: All GE's are provided office space that is typically shared with other GEs for many work activities. Private spaces are available for confidential clinical activities or meetings or other activities where privacy is important. GEs have access to the parts of the building relevant to their work during and outside of typical University Counseling Center operating hours.

Access to Telephones and Computers: All GE's are provided access to telephones and computers.

Access to Office Supplies, Photocopies and Printouts: All GE's are given access to office supplies, fax machines, scanners and photocopiers to use for business purposes.

## **10.0 ABSENCE NOTIFICATION PROCEDURE**

NOTIFICATION: If a GE is unable to attend work at the scheduled time or to attend a clinical appointment, meeting, or other scheduled activity, the GE must notify their direct supervisor as soon as possible, in advance of the scheduled work assignment that they are unable to attend. Clinical GEs must also inform the UCC front desk staff who will inform relevant department leadership as soon as possible. Additional information about absences can be found in the UCC Policy and Procedure Manual.

In the case that a GE is unable to directly notify the department, they may designate someone to make the notification and provide the necessary information.

If a GE is going to miss more than one work week, they or their designee must contact the Graduate School. The Graduate School will coordinate with the GE and the UCC on any adjustment due to the GE's absence.

MAKE-UP WORK: Generally, for duties missed not related to a class meeting, GEs should check in with their direct supervisor to determine when and how the missed work will be made up.

PLANNED ABSENCES: If a GE is requesting an approved absence during any working days of the term, the GE should ask for approval from their supervisor in advance.

MORE INFORMATION. More information about GE absences-- including those related to the birth or placement of a child, a serious health condition, or the care of a partner, child, or parent for a serious health condition-- can be found in Article 29 of the UO-GTFF Collective Bargaining Agreement, <https://hr.uoregon.edu/employee-labor-relations/employee-groups-cbas>.

PAID SICK LEAVE:

Please refer to article 28 (Absences) in the UO-GTFF Collective Bargaining Agreement at <https://hr.uoregon.edu/employee-and-labor-relations/uo-bargaining-units-cbas/graduate-teaching-fellows-federation>

The UCC may request GEs utilize paid sick leave days when the following assigned duties are missed (Please note: the list is not exhaustive.)

- initial assessment/drop-in
- client session when a reasonable attempt to reschedule is not made before next anticipated appointment
- group therapy
- group supervision (supervision with more than just the GE and supervisor)
- clinical team
- workshops, presentations, and facilitations that cannot be rescheduled
- meetings in which the GE plays an integral role and meeting cannot be made up
- missed deadlines and other times when work cannot be reasonably made up

GEs should notify their supervisors as soon as possible when they have foreseeable sick leave (surgery, medical appointment, etc.). The GEs supervisor, in consultation with the fiscal coordinator, will determine if utilization of paid sick leave is required.