**Office of the Dean of Students**

**CARE Network Graduate Assistant**

The primary charge of the CSCM-CARE GA is to advance the Associate Director, the Assistant Director, and the CARE Network Coordinator by reviewing CARE referrals, responding to referrers, checking in with students, and helping to maintain the current success of the CARE system.  Depending on the CSCM-CARE GA’s level of experience, the successful candidate may meet with students experiencing low-level concerns, talk with referrers about the CARE process, and evaluate student and referrers responses about their participation in the CARE system.

**Duties and Responsibilities**

**Program Management**  
• Conduct initial review and intake of CARE reports.   
• Follow up with reporters in cases currently classified as "monitored" (low level concerns).   
• Update and maintain the CARE Excel sheet identifying all students currently involved in CARE and indicating the additional steps that need to be taken.   
• Schedule appointments with students who are required to meet with the Assistant Director for Student Support Services.   
• Review, edit, and improve current policy and procedure forms related to CARE.   
• Manage and present the most up-to-date CARE Excel sheet for the Tuesday morning CARE team meetings.   
**Trainings, Presentations, and Outreach**• Manage and oversee the planning and implementation of Student Support Network discussion topics. This group meets bi-weekly to discuss hot topics in student affairs or current events on campus.   
• Create, review, revise, deliver, and evaluate CARE system presentations for advisers, teaching assistants, UR faculty and staff members, and other stakeholders, including creating assessment mechanisms and completing data analysis   
• Create, review, revise, deliver, and evaluate workshops related to CARE and how to identify students in distress for a wide variety of audiences, including creating assessment mechanisms and completing data analysis  
• Oversee in the development and maintenance of the CARE application and website   
**Research and Assessment**   
• Create and revise CARE survey mechanisms, collect data, perform analysis and report results.   
• Identify research opportunities surrounding CARE teams and initiate these research efforts with the assistance of the Assistant Director for Student Support Services.   
Committee Work and Meetings   
• Attend weekly meetings with Assistant Director for Student Support Services.   
• Attend weekly CSCM staff meetings.   
• Attend monthly Office of the Dean of Students meetings.

**Requirements**-Must be a full-time, matriculated graduate student at the University of Rochester, studying in a field related to counseling, higher education, human development, or social work.  
-At least two semesters of experience working with students in distress, providing mental health counseling or coursework related to crisis management and mental health.  
-Website development and management skills  
-Broad knowledge of the University of Rochester and support services provided to students

**Remuneration**

$12.35/hour