Undergraduate Research Assistant Job Posting
SFU Surrey Counselling Centre

The SFU Surrey Counselling Centre provides free individual counselling to the public by students in the SFU Counselling Psychology Master’s program. The Centre is located at L.A. Matheson Secondary School, 9484 – 122 Street, Surrey, B.C.

This is a temporary contract position.

Position Details
Contract period: February 1 to April 30, 2019.
Contract hours: Approximately 10 hours per week; 3:30 – 8:00 / 8:30 p.m. Tuesdays and Wednesdays.
Site Location: SFU Surrey Counselling Centre, L.A. Matheson Secondary School, 9484 – 122nd Street, Surrey.
Rate of Pay: $15.00 per hour

Job Description
This position offers the work experience in a community/school based counselling centre. The successful candidate will be directly involved in supporting the smooth functioning of a counselling centre open to residents of Surrey B.C. The counselling centre is operated by the counselling program of the Faculty of Education, SFU.

Principle Duties:
Report to and under supervision of the Clinic Director at SFU Counselling Centre
Staff Reception Desk
   1) Greet clinic clients on arrival
   2) Assist clinic director with maintaining welcoming environment at clinic
Assist Clinic Director with updating and maintaining referral database
   1) Conduct environmental scan of mental health services available for children, youth, adults and elders in Surrey and Tri-Cities
   2) Update referral database
   3) Locate specific referrals as instructed by Clinic Director
Assist Clinic Director with record keeping and other administrative tasks as needed
   1) Record and summarize the record of contact information for people not served by clinic
   2) Other duties as assigned by Clinic Director

Qualifications
• Excellent interpersonal skills
• Ability to interact professionally with a wide range of members of the public
• Reliable with sensitive and confidential information
• Accurate and efficient word processing skills
• Ability to navigate and edit spreadsheets and database

Requirements
• Complete a CRRA criminal record check
• Sign a confidentiality agreement
Preference will be given to
1) Students currently enrolled in undergraduate counselling courses in the Faculty of Education at SFU; 
2) who have an interest in pursuing a career in counselling or social work.

To apply
Send by email to Clinic Director, Dr. Patricia Nitkin (pnitkin@sfu.ca)
1) cover letter
2) curriculum vitae
3) unofficial transcript showing registration in counselling courses
4) Name and contact information of 2 references

Simon Fraser University is committed to the principle of equity in employment and offers equal employment opportunities to qualified applicants.

In accordance with Canadian Immigration requirements, this advertisement is directed to people who are eligible for employment in Canada at the time of application. Information collected on application documents is obtained under the authority of the University Act (R.S.B.C., c. 468, s. 27 (4) (a), applicable federal and provincial employment regulations and requirements and the University policy, Collection of Personal Information, (1.10.5). The information will be used by the Chair of the Department or designate, to conclude appointments. If you have any questions about the collection and use of information provided by you, please contact the Director of Graduate Programs, Faculty of Education.

Posted: 2019 January 31