

University of Richmond
Counseling and Psychological Services and Residence Life & Housing
Advanced Graduate Trainee/LPC Resident and Residence Life & Housing Graduate Assistant

The University of Richmond is a highly selective, private, liberal arts institution located in Richmond, Virginia with an undergraduate population of approximately 3,200 students. The institution is on a 350-acre suburban campus, located just 90 miles from Washington D.C., and has a unique college system. You can learn more about the University of Richmond [here](#).

Position Type: Part-Time

Position Qualifications:

- Enrolled in Graduate training program – either Master’s or Doctoral program in Counseling or Psychology OR recent graduate earning hours for LPC residency
- Experience providing individual counseling to young adults for at least one semester (4-5 months)

Application:

- Complete online CAPS Training Application and upload to application:
 - Cover Letter, specifically addressing your desire to work at UR with college students
 - CV/Resume
 - Two letters of recommendation (one must be able to speak to RLH and/or counseling experience/interest)

Hiring Period:

- Early-August through early-May of each calendar year, with move-in occurring between August 1-15 and move-out occurring between May 16-31 of each academic year
- Optional extended period of May 15 – July 31 (summer term) to work exclusively with RLH to assist with summer on-call duty rotation and assist in fall training development for student staff centered around Wellness and Well-being.
- *Above dates may be subject to change due to term dates and turn-around needs*
- *Option for a 2-year placement with proposed timeline below if mutually beneficial experience*

Compensation and Benefits:

Compensation during Hiring Period (Academic Year):

- \$4,000 stipend
 - Payments made 12/1 and 5/1 of \$2,000/each
- On-Campus partially furnished one-bedroom apartment, utilities and W/D included
 - Accommodations are partner/spouse and pet friendly
- Free parking space in close proximity to apartment
- \$750 Spider Dollars/Semester (fall/spring)
- Access to Weinstein Center for Recreation and Wellness, Boatwright Memorial Library, and University museums

Compensation during Optional Extended Period (Summer Term):

- \$500 stipend

- Payment made 7/1
- On-Campus partially furnished one-bedroom apartment, utilities and W/D included
- Access to Weinstein Center for Recreation and Wellness, Boatwright Memorial Library, and University museums
- Free parking space in close proximity to apartment
- \$500 Spider Dollars (summer)

Position Expectations and Responsibilities:

Counseling and Psychological Services (CAPS) Responsibilities: (55%)

CAPS provides part-time, clinical training for graduate students (Master's or Doctoral in counseling and/or psychology fields) and LPC residents (post-Master's) who have completed at least one semester of a therapy practicum and wish to continue their therapy training in a university counseling center. Please see proposed timeline for training below.

The training requires approximately 16-20 hours per week and includes the following weekly responsibilities/training activities:

- 8-10 hours of individual counseling
- 1-2 hours of intake assessments
- 1-2 hours of co-facilitating psychoeducational programs and/or process groups
- 2 hours of clinical supervision (1 individual, 1 group)
- 1 hour of training seminar
- Attending to clinical documentation

During the Training year at CAPS, trainees are also required to:

- Record and review clinical sessions in individual and group supervision
- Present on a clinical case to gain experience with case presentations
- Provide one outreach per semester (tabling, presentation, etc.)
- Follow CAPS and training program policies and procedures
- Participate in mid-term, mid-year, and end-of-year evaluation sessions

Recommended activities include (when schedule allows):

- Participate in CAPS weekly case conference
- Health and Well-Being unit and Student Development events
- Campus wide Diversity, Equity, and Inclusion initiatives (book discussions, weekly Intersections meetings, etc.)

Residence Life & Housing (RLH) Responsibilities: (40%)

Emergency and Crisis Management

- Participates in on-call duty rotation with Coordinator staff adhering to all requirements and duty responsibilities during the academic (fall and spring terms, excluding Thanksgiving Break week and Winter Break). Works closely with Director, Associate Directors, and both College Dean's offices and provides

support to students. Provides support and assistance when necessary in response to campus crisis.

Wellness and Well-being Programming & Education

- Plan and implement two programs/events per semester in collaboration/collaboration with designated RLH (student staff or professional) team member.
- Plan and implement a monthly passive educational outreach to be shared with RAs and residential students (flyer, bulletin board, article for a newsletter, social media post, etc.)

Student Staff Training & Support

- Plan and implement one continuing education learning opportunity for all student staff per semester with the focus on mental health and well-being of student staff and student employees.
- Plan and implement a Winter Workshop training session for student staff focused on mental health and well-being for student staff and student employees.
- Provide additional support/space for RAs to process their experience through individual or group meetings

Residential Responsibilities

- Live-in RLH/CAPS Graduate Assistants are required to live on campus and maintain campus apartment as primary residence for the duration of the hiring period and maintain a presence within the residence hall during the duration of their hiring period.

Additional Responsibilities: (5%)

- Consistently display a positive attitude toward fulfillment of Trainee/Assistantship expectations and responsibilities
- Perform other duties as assigned by Counseling and Psychological Services and Residence Life & Housing supervisors

Application and Contact Information:

Please submit application, including cover letter and CV, here: [CAPS Training Application](#)

Questions? Please contact Rachel Koch, Assistant Director of Training for Counseling and Psychological Services, at rkoch@richmond.edu; or Patrick Benner, Director of Residence Life & Housing, at pbenner@richmond.edu.

Proposed Timeline for Position based on Graduate Program requirements and Skill Level of applicant (*ideally 2 years – length of program*)

Year 1:

First Semester

- Training with RLH on on-call rotation duties
- All RLH responsibilities
- Begin training at CAPS, including operations (front desk work, potentially) and outreach, possible observation of clinical activities (initial appointments, groups)

Second Semester

- Continue RLH responsibilities
- Continue training with CAPS, potentially more observations and co-facilitating programs
- Begin clinical work if ready – 1-2 clients, 1 intake

Summer

- RLH option to continue responsibilities
- More thorough orientation at CAPS
- Opportunity to begin accruing clinical hours with Athletics and Law School satellite offices, if available

Third Semester

- Begin practicum requirements with increased individual caseload and potentially move into internship requirements
- Continue RLH responsibilities

Fourth Semester

- Begin internship requirements with increased individual caseload at CAPS
- Continue RLH responsibilities