

WSCA Grad Student

Committee University Reps

Interested in becoming a rep or a grad student
co-coordinator?!

Email us!

gradstudent@wscaweb.org

University	Representatives	Email
Concordia University	Position Available!!	
Lakeland College	Position Available!!	
	Shaelyn Schoen	SchoenS@lakeland.edu
Marquette University	Position Available!!	
Mount Mary University	Position Available!!	
University of Wisconsin-Milwaukee	Kaitlynn Bonner	bonner@uwm.edu
University of Wisconsin-Oshkosh	Kelli Montag	montak06@uwosh.edu
	Rya Adler	adlerr20@uwosh.edu
University of Wisconsin-River Falls	Niki Johnson	nicole.m.johnson@my.uwrf.edu
University of Wisconsin-Stout	Kaitlyn Rowley	rowleyk8454@uwstout.edu
	Rachel Pollock	pollockr0126@my.uwstout.edu
University of Wisconsin-Superior	Position Available!!	
University of Wisconsin-Whitewater	Chelsea Nieweidzial	niewiedzct12@uww.edu
	Mindy Ganser	GanserME11@uww.edu
Winona State University	Position Available!!	
	Position Available!!	



Grad Student Representative Responsibilities

Congratulations on becoming the Grad Student Representative position for your university! Your role is to represent all of the School Counseling Graduate Students at your university. Over the next year or two, you will express their concerns, ideas, and suggestions at quarterly Graduate Student Committee meetings, vote and make decisions at the meetings with the best interest of your peers in mind, and update your classmates on all WSCA events and opportunities.

Specific responsibilities include:

- **Recruiting** students at your school to join WSCA, to write for the quarterly Graduate Student Newsletters, to volunteer at the WSCA Conference in February, and to participate in the Graduate Student Poster Session held at the Conference (more details provided later in the year).
- **Promoting** WSCA events and opportunities around your school, as you learn about them from the Graduate Student Representative, and following up with updates.
- **Volunteering** to help with the WSCA Conference.
- **Responding** to the emails sent out by the Graduate Student Committee Co-Coordinator.
- **Contributing** to the quarterly graduate student newsletter. All schools are required to write one article for one of the Graduate Student Newsletters. Please write an article yourself, and encourage your classmates to think about contributing. The list is as follows:
 - Newsletter 1:** Concordia, UW-Stout, and UW-Milwaukee (***deadline: (Aug. 25th, 2017)**)
 - Newsletter 2:** UW-Oshkosh, Lakeland, and Marquette (***deadline: October 25th, 2017**)
 - Newsletter 3:** UW-River Falls, UW-Superior, and Winona (***deadline: Jan. 16th, 2018**)
 - Newsletter 4:** Mount Mary and UW-Whitewater (***deadline: April 18th, 2018**)
- **Finding** a replacement after your term is up or if you would like to leave the position at any time during the course of the year.
- **Keeping** your program director in the loop. All Reps must get in contact with their program director at least once a year.



WSCA Graduate Student Co-Coordinator Role and Responsibilities

OUR MISSION:

The mission of WSCA is to advance the profession of school counseling in preschool through post-secondary in order to maximize the academic performance, career planning, and personal/social growth of every student.

GOVERNING (ENDS) POLICIES:

School counselors are highly qualified practitioners.

1. School counselors are experts in the implementation of the *Wisconsin Comprehensive School Counseling Model* and the *American School Counselor Association National Model*.
 - a. School counselors are thorough in applying the *Ethical Standards for School Counselors*.
 - i. School counselors are culturally competent.
 - ii. School counselors are responsible with technology.
 - b. School counselors are skilled at using data and evidence-based practices to guide program decisions.
2. School counselors are visionary leaders who impact the state and national agendas surrounding education and student success.

Qualifications:

The WSCA Graduate Student Representative:

- a. Must be a member of the association,
- b. Must be a student enrolled in a school counseling program for the full academic year.

Term of Office

The WSCA Graduate Student Representative:

- c. Shall be appointed annually by the WSCA President.
- d. Shall serve a 2-year term.
- e. Shall serve as the chair of the Graduate Student Committee, coordinating communication and activities for graduate students across the state along with representatives from various School Counselor education programs.

Role Description

1. Recruit members for a Graduate Student Committee (these members must be current students enrolled in school counseling programs who are also members of WSCA). These students will represent all school counseling programs in Wisconsin.
2. Set time and place for all Graduate Student Committee meetings.
3. Prepare agendas for the Graduate Student Committee meetings.
4. Promote the free WSCA membership for first-year graduate students.
5. Inform graduate students about the WSCA scholarships available.
6. Educate graduate students about legislative agendas on a state and federal level that positively impact school counselors in Wisconsin.
7. Prepare and submit articles to Counselink as needed.

8. Maintain a 3-ring binder of the year's activities to be passed on to the next Graduate Student Representative.
9. Recruit volunteers to work at the annual conference
10. Take pictures at the annual conference for archives.
11. Increase student awareness and membership of WSCA and annual conference.
12. Promote professional development opportunities for graduate students.
13. Be responsible for face-to-face transitional meeting with the new Graduate Student Representative to discuss role, binders, file box, job descriptions and task calendars.
14. Update materials/ videos, maintain and add new materials/ videos to Education Corner.
15. Maintain, update, and add new materials to any section dedicated to the Graduate Students on the WSCA website.
16. Are responsible for making all final editing decisions for each of the four Newsletters and sending it out to all Regional Co-Chairs and Student Representatives. (Regional Co-Chairs are in charge of the Newsletter and will be responsible for setting deadlines, getting articles from students, putting it together, and editing).
17. Are responsible for providing or requesting Students at Host Universities for the Graduate Student meeting to obtain a guest speaker for each meeting. Guest speaker are to provide information to educate the Graduate Students on important topics in the School Counseling world.
18. Are responsible for taping a welcome message for the Graduate Student's first meeting of the year, from the WSCA Board President.
19. Are responsible for taping an end of the year message for the Graduate Student's last meeting of the year, from the WSCA Board President and President Elect.
20. Present the two Graduate Student sectionals at Conference (Graduate Student Hot Topic and Graduate Student Swap Shop).
21. Maintain and Supervise the Facebook group with the Technology Chair.
22. Upload all documents relevant to the position from the current year to years past to Google Docs.
23. Be prepared for any additional requirements or additions to the position that is added during the time the previous Graduate Representative is in position or during the time in position.

WSCA Board Duties

1. Are responsible for representing, advocating and speaking for all the WSCA Graduate Students.
2. Attend the Leadership Development Institute (LDI) and five Governing Board meetings throughout the year
3. Come prepared to all board meetings representing student needs from around the state and report on activities.
4. Prepare a report for each Governing Board meeting.
5. Complete duties that may be assigned or directed by the President
6. Submit a written annual report of the activities and recommendations to the Governing Board.
7. Submit budget requests for the upcoming year (No later than March 1st).
8. Recruit sectional presenters and host sectionals at conference.
9. Generate a list of possible future Graduate Student Representatives for consideration by the President by November (so that the new Graduate Student Representative can shadow the current Graduate Student Representative at Conference and possibly attend last WSCA Board meeting).
 - Maintain organized records to transition new graduate student representative.
 - Write articles as needed for publication.
 - Contact membership as needed.