I. POSITION INFORMATION

JOB TITLE          Graduate Intern
DEPARTMENT         Division of Undergraduate Studies- Undeclared Advising
SUPERVISOR         Michelle Lopez
                    Assistant Dean of Undergraduate Studies

II. DIVISION OF UNDERGRADUATE STUDIES

The mission of the Division of Undergraduate Studies is to develop and enhance learning communities that foster inquiry, interdisciplinary, and academic achievement. By continuously improving and adapting academic programs and services, we nurture students’ abilities to learn, to respect diversity of peoples and ideas, and to work toward social justice and a sustainable future. Through this work, the Division creates opportunities throughout the University and community for creativity, collaboration, innovation, and academic excellence.

The Division works toward its mission through a variety of University-wide programs and services. The Division houses the following:
- Center for Teaching and Learning
- Common Experience
- Compact Scholars Program
- Early Assessment Program
- Faculty-Student Mentoring Program
- Gates Millennium Mentoring Program (First Generation College Student Success)
- GS 200/400 Internship Course
- Thomas B. Day Student Success Programs
- Interdisciplinary Studies
- Liberal Studies
- University Honors Program
- Scholars Without Borders
- Undeclared Advising
- Office of Undergraduate Research

The Division is also responsible for several University-wide mandates. It provides coordination and evaluation of the undergraduate programs at San Diego State University and has general responsibility for the undergraduate curriculum and for academic standards and regulations that affect undergraduate education. Additionally, it coordinates the Western Association of Schools and Colleges (WASC) reaccreditation process, the assessment of student preparedness in writing and mathematics at the freshman and transfer levels, the assessment of student learning, and of the Graduation Writing Assessment Requirement.
III. OFFICE OF UNDECLARED STUDENTS – ADVISING AND MENTORING

The Undeclared student population consists of 600 – 1,200 students. Although SDSU undeclared student data show students are graduating at higher 4, 5 and 6 year graduation rates, undecided students require additional mentoring and support within in their first two years of their undergraduate training to make informed major choices. Therefore, due to the potential impacts (negative or positive) that major choice has on the student experience, it is imperative that SDSU continue to provide a high level of student engagement in years 1-2, as students become more developmentally ready and receive the education to make an effective and informed major choice.

Undeclared Student website:  http://undeclared.sdsu.edu/dus/undeclared/graduate students,

IV. EDUCATIONAL OBJECTIVES

The Graduate Intern, under direct supervision of the Assistant Dean of Undergraduate Studies will assist in peer advising and mentoring (academic and co-curricular) of undeclared students, and in the development, implementation, and evaluation of specific events and resources.

The Graduate Intern will develop the following: leadership skills, interpersonal skills, communication skills, mentoring skills, public speaking skills, time management skills, organizational skills, event planning skills, creative problem solving skills, conflict resolution skills, meeting management skills, etc.

V. DUTIES AND RESPONSIBILITIES

The position will carry specific duties and responsibilities as follows:

• Monitor academic progress of undeclared students (including targeted student groups such as first generation, underrepresented students, EOP, commuter students, honors, etc)
• Collaborate with the Undeclared College Council by recommending and assisting with programming
• Collaborate with Career Services, other Colleges and units to advance undeclared students success
• Create and facilitate workshops, meetings, and/or events for undeclared students
• Serve as a main point of contact and resource for undergraduate undeclared ambassadors
• Serve as a role model and resource for the undeclared student population
• Project a caring, concerned, and approachable demeanor in order to facilitate communication and establish positive relationships with students
• Communicate with undergraduate students via phone, email, regarding academic and social support resources, and transformational experiences (study abroad, internships, research, service learning, etc).
• Meet with targeted groups of students based on academic standing

VI. REQUIREMENTS

• Must have/maintain a 3.3 cumulative GPA for graduate courses during internship
• Must be enrolled in at least 6 units in a student personnel or related program at San Diego State University during the academic year
• Must be available to work 15-20 hours per week during the academic year

VII. KNOWLEDGE AND SKILLS NEEDED

• Ability to understand the needs of and develop programs to support the personal growth and development of first-generation, low-income, ethnic-minority students
• Highly motivated, able to provide leadership, demonstrates initiative, and dedicated to the goal of advancing students through higher education
• Knowledge of student development theory, group dynamics, and motivation techniques
• Ability to work in a team and independently in a highly active environment
• Strong written and oral communication skills
• Skills in working with diverse student populations
• Ability to quickly acquire knowledge of campus policies, resources, and community resources
• Ability to establish and maintain professional, cooperative working relationships with faculty, administrators, staff, community members and students
• Ability to utilize computer software such as email, MS Word, MS Excel, MS PowerPoint, and Google Docs

VIII. BENEFITS

• Professional mentoring relationship with supervisor, faculty/staff in Undergraduate Studies and Academic Affairs, and collaboration with Student Affairs staff
• Opportunity for personal growth and professional development
• Developing a familiarity with student affairs and administration at a large, public institution
• Rewards of making a diverse student population, positively impact diverse student college experience
• Experience advising students both personally and in small group mentoring sessions
• Flexible with ARPE graduate program commitments
• Options to facilitate small group teaching and expand specific skill sets not listed here

Learning Outcomes that the student may experience in this internship
• Identify how learning and development theories can be implemented in daily practice within student affairs in postsecondary education
• Identify how learning and development theories can be implemented in daily practice within student affairs in postsecondary education
• Identify the preparation and learning tendencies with which students enter into postsecondary education and propose strategies to facilitate their development and success
• Identify and apply varying leadership styles that are prevalent within a student affairs in postsecondary education context
• Identify one’s own leadership strengths and areas of continued development
• Identify ethical leadership issues in student affairs in postsecondary education and propose solutions and strategies to address these issues
• Engage in meaningful outcomes-based assessment of collaboratively designed student learning and development programs and initiatives
• Communicate ideas and concepts effectively in written and spoken word