Making the Most of Your Assistantship

Presented by Hayley Weddle
Associated Students Advisor
MA Student Affairs 2013
The Secret to Success

- Attitude can be more important than competence

- Regardless of the job description, all supervisors want to work with people who are:
  - Positive
  - Humble
  - Hard-working
  - Genuine
  - Professional

- Build in time for reflection

This is likely forcing it a bit. Remember to stay authentic!
Understanding the Environment

- The organizational structure of the institution
  - How does your department fit into the division of Student Affairs?
  - Opportunities for collaboration

- Goals of your department and program
  - In what ways do you contribute to these goals?

- Office culture
  - Model what you see

- Student characteristics
  - What are the students’ priorities? Issues?
  - What is the best way to reach your students?
Maximizing Your Relationship with Your Supervisor

- If you are unclear about your supervisor’s expectations, ask
- Pay attention to your supervisor’s preferred method of communication
- Let your supervisor know your career interests. They may be able to:
  - Introduce you to colleagues in your area of interest
  - Assign you projects aligned with your personal goals
- Remember: Information should go up, not out
Words of Wisdom

- Be mindful of separating yourself from the students you serve
- Watch your hours—there are rules about how many hours a graduate assistant can legally be paid for in a year
- Identify opportunities for collaboration with individuals who work outside of your office
  - Explore joining a committee/work group (Note: This may need to be done outside of your paid hours)
  - Keep in touch
- If there is an issue, first speak with your supervisor. If this is not an option, contact:
  - Dr. Robyn Adams (SDSU Assistantship Coordinator)
  - Dr. Cynthia Davalos (UCSD Assistantship Coordinator)
  - Dr. Lisa Gates, or your faculty advisor
Utilizing Assistantship Experience During the Job Search

- Keep a running list of responsibilities and accomplishments
  - You will likely forget later

- Think about your dream job
  - What skills are required?
  - In what ways are you building these skills?
  - How can you demonstrate this on a resume?
  - Who do you know that can speak about your skills?
Questions?