

San Diego State University
Vice Chancellor – Student Affairs Office: Parent & Family Programs/Community Relations
Graduate Intern / Graduate Assistant Position Description

POSITION INFORMATION

JOB TITLE: Graduate Intern
DEPARTMENT: Vice Chancellor – Student Affairs Office
SUPERVISOR: Director, Parent & Family Programs

VICE CHANCELLOR – STUDENT AFFAIRS OFFICE

Student Affairs contributes to UC San Diego undergraduate and graduate students' holistic development by supporting important services and programs. The Vice Chancellor – Student Affairs has oversight for a wide array of programs across student affairs including, but not limited to: academic enrichment, career services, recreation, health and wellness, international education, admissions/enrollment services, and athletics.

Parent & Family Programs is located within the Vice Chancellor – Student Affairs Office. This position will report to the Director, Parent & Family Programs, but may fulfill responsibilities to the Vice Chancellor of Student Affairs as needed.

PARENT & FAMILY PROGRAMS DESCRIPTION

Parent & Family Programs at UC San Diego engages family members as partners in the educational journey of their student. Programs, events, and open communication exchange assist parents and family members to be involved in the university community, navigate the institution, assist their student, and develop a long lasting connection to the university community. Parent & Family Programs motto is "when parents are informed, students benefit."

Program Outcomes:

- Parents and family members will engage in programs that will inform and educate them about university resources, key issues, and areas vital to a student's success in the curricular and co-curricular environment.
- Parents and family members will develop a connection to the University via volunteer opportunities and campus events such as Family Weekend and Siblings Weekend.
- Parents and family members will develop an affinity for UC San Diego.

EDUCATIONAL OBJECTIVES

The Graduate Intern, under direct supervision of the Director, Parent & Family Programs will work on projects originating from the Parent & Family Programs office as well as the Vice Chancellor – Student Affairs Office as assigned. This appointment is for one academic year, 2014 – 2015. The Graduate Intern will have the opportunity to:

- Work with UC San Diego's diverse parent/family population
- Be part of large, and small scale program planning for parents/families, the campus community, and external/local community groups.
- In conjunction with the Director, Parent & Family Programs, design educational workshops on student transitions, student development, student engagement, and other topics
- Learn about the Development/fundraising area of the university and how student affairs and development intersect.
- Experience the inner-workings of a high profile, high visibility Vice Chancellor – Student Affairs Office in a large, public, decentralized university.

The Graduate Intern will meet regularly with the Director, Parent & Family Programs to discuss progress and development. Opportunities for formal assessment will be offered for the purpose of providing the intern with feedback on observed growth and learning.

DUTIES AND RESPONSIBILITIES

- Assist with program design, planning, and implementation of Family Weekend
- Assist with program design, planning, and implementation of Siblings Weekend
- Assist with training and development of Triton Parent Leaders (undergraduate student leaders)
- Create staff development opportunities throughout the academic year including recognition, team building, end of the year program, etc.

- Design, publicize, and assist in conducting parent/family/student research projects. Analyze data collected and based on the results assist in coordinating outreach and resources.
- Assist with Parent & Family Programs social media and marketing including Facebook and Twitter
- Identify and implement new opportunities to increase community relationships that promote UC San Diego undergraduate education
- General duties in the Vice Chancellor – Student Affairs Office as assigned

LEARNING OUTCOMES & ARTIFACTS

Will be determined upon placement.

REQUIREMENTS

- Must have a 3.00 cumulative GPA for graduate courses during employment.
- 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 during Family Weekend - October 2014 and Siblings Weekend - January 2015
- Must be detail oriented, organized, dependable
- Must have strong, verbal and written communication
- Must have the ability to interact with diverse populations
- Must have minimal knowledge of program evaluation, data systems, and analysis.

KNOWLEDGE AND SKILLS NEEDED

- Ability to work in a team environment and independently.
- Ability to prioritize job tasks and responsibilities.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Must have the ability to interact with diverse students, families, and staff with equity and civility.
- General knowledge of qualitative and quantitative research methods and methodology preferred.
- Excellent written and oral communication skills
- Strong familiarity with Excel, Word, PowerPoint, preferred experience with online resources (i.e. Google Calendar, Documents) and survey software.

BENEFITS

- Experience in a high profile, high visibility student affairs office.
- Familiarity with UC San Diego campus resources, faculty, staff, and administrators.
- Experience in collecting and analyzing research.
- Professional mentoring relationships with student affairs staff.
- Opportunity for personal growth and development.
- Rewards of making a positive impact on diversity programs and services

CONTACT INFORMATION

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