

**San Diego State University
Residential Education Office
Academic Initiatives
Position Description**

I. POSITION INFORMATION

JOB TITLE	<u>Student Affairs Assistant, Academic Initiatives</u>
DEPARTMENT	<u>Residential Education</u>
DIVISION	<u>Student Affairs</u>
SUPERVISOR	<u>Academic Coordinator for Residential Education</u>

II. DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs at San Diego State University, as a partner in the educational enterprise, contributes to the success of our students. Through our services, programs and activities, the intellectual, vocational, physical, personal, social and cultural development of all students is encouraged. Our ability to educate the “whole person” and provide quality student services allows us to build alliances for students in and out of the classroom. The Division of Student Affairs, serves, advises, and consults with campus administration, students and parents on policy decisions and is responsible for the activities of its units: Student Health Services, Career Services, Communications Services, Compliance and Policy Analysis, Student Disability Services, Residential Education, International Student Center, Centers for Student Involvement, Educational Opportunity Program, Financial Aid and Scholarships, Counseling and Psychological Services, Testing, Student Rights and Responsibilities, Ombudsmen, Information Systems Management and New Student and Parent Programs.

III. RESIDENTIAL EDUCATION OFFICE

The Residential Education Office strives to provide safe and supportive on-campus living learning communities where diverse students are challenged to develop holistically; as scholars, citizens and leaders. Residential Education staff members are dedicated to providing curricular and co-curricular experiences to develop and enhance residents' academic success, awareness and appreciation of diversity, and civic responsibility.

Residential Education's values are a set of core beliefs that guide our work with students, colleagues, faculty and other constituents. While contributing to the goals of the University and the Division of Student Affairs, staff members of the Residential Education Office strive to:

- Achieve excellence in all that we do.
- Address students as unique individuals with multidimensional needs and unlimited potential for personal development.
- Promote integrity, accountability, responsibility, respect and collaboration.
- Promote the connectedness between curricular and co-curricular learning.
- Embrace, celebrate, and educate issues related to diversity.
- Develop communities that embrace civic responsibility, life-long learning, and

- healthy lifestyles.
- Maintain balance and perspective, serving as sound role models for others.
- Innovate, evaluate, and refine programs to best meet the needs of the changing student population.

IV. **EDUCATIONAL OBJECTIVES**

The Graduate Assistant for Academic Initiatives (AI), under direct supervision of the Academic Coordinator for Residential Education, will work with Academic Mentor, Star Center Assistant and Tutor(s) staff supervision, this position will have primary responsibility for overseeing various educational initiatives including STAR Center(s); coordinating special programs and academic resources in the residence hall, and assisting with the application, selection, training and evaluation process. This position will also have the opportunity to address community standard violations, and work with organizational administration as needed and assigned. This appointment is for up to one academic year from mid-August to mid-May, but may be terminated without cause prior to May. The Student Affairs Assistant, Academic Initiatives will be evaluated during the year for the purpose of providing him or her with feedback on observed growth and learning.

The Graduate Assistant for Academic Initiatives will have the opportunity to develop the following: leadership skills, supervisory skills, interpersonal skills, communication skills, public speaking skills, time management skills, organizational skills, event planning skills, creative problem solving skills, crisis management skills, conflict resolution skills, meeting management skills, delegation skills, etc.

V. **DUTIES AND RESPONSIBILITIES**

This position will carry specific duties and responsibilities as follows:

Three AI positions currently exist; two AI assistants will oversee the Academic Mentor program, one AI assistant will oversee the STAR Center operations.

Administrative/Operational

- will assist in the overall management of the academic initiatives within the Residential Learning Communities. (Academic Mentor program Assistants)
- Will assist in the overall management of the STAR Center operations. (Star Center Assistant)
- will maintain office/availability hours of 20 hours per week, with several weekly hours specified for ensuring accessibility to staff and residents.
- will assist in preparing for and completing hall opening and hall closedown, check-in and check-out and will be on site for the opening and closing of the halls.
- will assist in coordinating opening week orientation and community building activities.
- will coordinate the Star Center Assistants and Tutors schedule and manage it on an ongoing basis. (Star Center Assistant)
- will assist the Hall Staff in emergency safety and facility interventions.
- will create a system to track staff programming progress.
- will shadow the Professional staff during duty for campus crisis (optional experience).
- will maintain accurate Star Center usage reports (Star Center Assistant)
- will manage organizational needs to include:
 - hiring of staff
 - training staff

- scheduling of staff
- ongoing evaluation of staff
- monitor and evaluate policies and procedures for REO's academic initiatives
- supply and equipment management and inventory
- maintaining all binders, logs, and forms
- completion of monthly payroll cards for all staff
- will document behavioral guideline violations and emergency incidents as encountered.
- will assist the Hall Staff in crisis management as needed.
- will assist with weekly contact of resident advisor/community assistants/academic mentor live-in staff to ensure safety and security of building.
- Will meet with supervisor weekly.
- will handle other administrative duties and special projects as assigned.

Student Development and Community Building

- serve as a role model and demonstrate good judgment and ethical behavior.
- will actively promote the concept of community in the halls and encourage residents to take responsibility for positive and assertive behavior within that community.
- will participate in the planning and execution of the Tunnel of Oppression in the fall semester and the Week of Caring in the spring semester.
- will participate in the campus wide Explore SDSU day events held in the spring semester.
- provide on-site coordination of all academic programs including move-in events, academic incentive programs, faculty programming, tutor program, etc
- To assist in assessing student needs for supplemental instruction.
- To supervise the STAR Centers in multiple residence hall locations, including programming, tutoring services, staffing and monitoring the condition of equipment and resources.
- To meet bi-monthly with each supervisee to evaluate performance, assess academic programs, and discuss student situations and concerns.
- To support/participate in programs planned by the Academic Mentors, Resident Advisors, Faculty in Residence, and Hall Council by attending in-hall activities regularly.
- To provide support and growth experiences for STAR Center Assistant (SCA), Academic Mentors and tutor.
- To work on special projects as assigned by the Assistant Director.
- To demonstrate an active and positive attitude toward Residential Education at SDSU and to endeavor to encourage and support the goals and objectives of the Residential Education Office.
- To assist and advise supervisees in assessing the needs of residents in their living area and in planning programs or community activities to meet those needs.
- To encourage interaction with campus faculty and Faculty-in-Residence by assisting the hall staff in planning programs to include and utilize faculty.
- Coordination and promotion of programming within the STAR Centers.

Staff Training and Development

- Supervise paraprofessional staff members.
- will attend regular in-hall staff meetings held on Tuesdays, and assist in facilitation as needed.
- will participate and assist in facilitating training in August and January prior to hall openings.
- will participate in Residential Education staff selection and recruitment processes.
- Assist in teaching or facilitating sections of courses taught by REO staff members (optional experience.)

- Attend workshops and conferences as available.

Community Adjudication and Peer Counseling

- will adjudicate violations of the community standard policies as outlined in the Housing License Agreement. (optional opportunity)
- will serve as a peer counselor for students and staff regarding areas of personal and academic concern, and when appropriate, will refer for follow up counseling for mental health/safety and security.

VI. REQUIREMENTS

- Must have a 3.00 cumulative g.p.a. 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 an average of 20 hours per week during the academic year. Some evening and weekend hours will be required.
- Must be available to train and work starting either late July or early August.
- Available on Tuesday evenings from 7:00 PM – 10:00 PM for staff meetings preferred. Permission to miss staff meetings due to class conflicts is granted.
- Preference will be given to applicants who have at least one year of experience working in Residential Education.

VII. KNOWLEDGE AND SKILLS NEEDED

- Ability to work in a team environment and independently.
- Strong organizational and programming skills, with attention to details.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Skills in working with diverse student populations.
- Ability to establish and maintain cooperative working relationships with faculty, administrators, staff, and parents.
- Knowledge of group dynamics and motivation techniques.
- Ability to provide leadership and coordinate/supervise the activities of others.
- Ability to plan and conduct effective meetings.
- Strong written and oral communication skills including phone skills and public speaking skills.

VIII. EDUCATIONAL BENEFITS

- Experience in student affairs programming and leadership.
- Familiarity with campus resources, faculty, staff, and administrators.
- Professional mentoring relationships with student affairs staff.
- Extensive training related to supervision, academic advising, educational intervention, crisis intervention and emergency management, administration and leadership.
- Supervision experience.
- Judicial experience (optional)
- Opportunity for personal growth and development.
- Rewards of making a positive impact on the success of residential students.

IX. LEARNING OUTCOMES FOR THE STUDENT AFFAIRS PROGRAM THAT THE STUDENT MAY EXPERIENCE IN THIS ASSISTANTSHIP:

- Articulate the theoretical foundation of student affairs in postsecondary education
- Identify how learning and development theories can be implemented in daily practice within student affairs in postsecondary education
- Identify and apply varying leadership styles that are prevalent within a student affairs office in a 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
- Articulate and apply the foundational principles of access, equity and learner success in postsecondary education
- Apply research to practice in an area of specialization within student affairs in postsecondary education
- Communicate ideas and concepts effectively in written and spoken word

X. **COMPENSATION**

Single room in hall or apartment of assignment.

Campus Meal Plan

Yearly Stipend (amount to be determined)