**San Diego State University**

**Residential Education Office**

**Residential Education Assistant for Leadership**

**Position Description**

1. **POSITION INFORMATION**

JOB TITLE Residential Education Assistant for Leadership

DEPARTMENT Residential Education

DIVISION Student Affairs

SUPERVISOR Leadership Coordinator for Residential Education

1. **DIVISION OF STUDENT AFFAIRS**

The Division of student Affairs as 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, Center 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.

1. **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 set to a core of 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.

1. **EDUCATIONAL OBJECTIVES**

The Residential Education Assistant for Leadership, under direct supervision of the Leadership Coordinator for Residential Education, will assist in the development, implementation and evaluation of educational programs for residential students and the campus community. Additionally, the Residential Education Assistant for Leadership will also assist with the application, selection, training and evaluation processes for the department of Residential Education. 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 Residential Education Assistant for Leadership will be evaluated during the year for the purpose of providing him or her with feedback on observed growth and learning.

The Residential Education Assistant for Leadership 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.

1. **DUTIES AND RESPONSIBILITIES**

The position will carry specific duties and responsibilities as follows:

**Programmatic**

1. The Residential Education Assistant for Leadership will assist the Leadership Coordinator with Welcome Week and Aztec Night programming/events. This could include (but is not limited to) the development and implementation of events, administrative duties to prepare for events, assisting the planning committee and being on-site for the program/event.
2. Assist the Leadership Coordinator with the development, implementation and evaluation of the summer training and orientation programs for paraprofessional staff, graduate staff and the Residence Hall Association.
3. Assist the Leadership Coordinator with the development, implementation and evaluation of ongoing staff development activities for graduate and paraprofessional staff throughout the year based upon needs assessment and interests.
4. Assist the Leadership Coordinator with staff training related to the LIFE 101 and Aztec Journey programming model for paraprofessional staff training.
5. Assist the Leadership Coordinator with the planning and execution of large-scale department wide programs, such as the Journey to a Shared Humanity (social justice/diversity program) in the Fall semester and the Week of Caring (community service program) in the Spring semester.
6. Will participate in the campus wide Explore SDSU day events held in the spring semester.
7. Assist the Leadership Coordinator with the measurement of learning outcomes.
8. Participate on screening committees for departmental positions.
9. Assist the Residential Education staff in crisis management as needed.
10. Assist with special projects as assigned.

**Advisement**

1. Under the direction of the Leadership Coordinator, coordinate events for residential students in collaboration with SPEAR (Special Programs, Events, Activities & Recreation) to be held on select weekends throughout the academic year.
2. Under the direction of the Leadership Coordinator, co-advise the Residence Hall Association, the National Residence Hall Honorary and Special Programs, Events, Activities & Recreation (SPEAR). This would include attending general body meetings and executive meetings (when class schedule permits) as well as one on one meetings with executive members of the organization and attending programs sponsored by the organization.

**Administrative**

1. Will maintain office/availability hours of 20 hours per week, with several weekly hours specified for ensuring accessibility to staff and residents.
2. Assist in the maintenance of the programming database (PRISM).
3. Assist with development and maintenance of departmental resource lists. Resource lists should include lists of faculty, staff and community members willing to conduct programs in the residence halls that fulfill learning outcomes.
4. Keep accurate files and records as to all functions in area of responsibility, i.e., selection procedures, training and development programs, residential programs.
5. May attend weekly department-wide meeting.
6. Will meet with the Leadership Coordinator on a weekly basis.
7. Other Duties as assigned.

**Staff Training and Development**

* 1. Will participate and assist in facilitating training in August and January prior to hall openings.
  2. Will participate in Residential Education staff selection and recruitment processes.
  3. Attend workshops and conferences as available.

**Community Adjudication and Peer Counseling**

1. Will adjudicate violations of the community standard policies as outlined in the Housing License Agreement.
2. Will serve as a peer counselor for students and student leaders regarding areas of personal 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 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 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 7:00PM – 10:00PM for all-hall 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.

1. **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
* Advising experience
* Judicial experience
* Opportunity for personal growth and development
* Rewards of making a positive impact on the success of residential students

**IX. LEARNING OURCOMES FOR THE STUDENT AFFFAIRS 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 carrying 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 post secondary 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 ($3,000/year)