**San Diego State University**

**Division of Undergraduate Studies – International Engagement & Study Abroad**

**Graduate Assistant Position Description**

**I. POSITION INFORMATION**

JOB TITLE Graduate Assistant, DUS International Engagement & Study Abroad

DEPARTMENT Division of Undergraduate Studies – International Engagement & Study Abroad

**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

GS 200/400 Internship Course

Thomas B. Day Student Success Programs

People, Information, & Communication Technologies

Interdisciplinary Studies

Liberal Studies

University Honors College

Undeclared Advising

Office of National Scholarships & Fellowships

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. DUS INTERNATIONAL ENGAGEMENT & STUDY ABROAD**

The Division of Undergraduate Studies, in conjunction with the SDSU Study Abroad Office (International Student Center), the SDSU Faculty-Led Study Abroad Office (College of Extended Studies), and the campus-wide International Education Committee (IEC), supports internationalization efforts around campus.

As part of this effort, the DUS seeks to increase participation in study abroad and all international experiences campus-wide, but in particular, participation of DUS-affiliated students. DUS students include members of the University Honors College and the Compact Scholars Program, majors in Liberal Studies or Interdisciplinary Studies, and Undeclared students. The University Honors College and the Liberal Studies major both require students to complete an international experience prior to graduation. The Division views study abroad as a “high impact practice” which contributes to student success, and has developed a set of specific student learning outcomes to ensure academic engagement and student success in our programs abroad.

**IV. EDUCATIONAL OBJECTIVES**

The Graduate Assistant, under direct supervision of the Associate Director for International Engagement, will work with student advising and the development, implementation, and evaluation of international programming for DUS. The Graduate Assistant will be evaluated each semester for the purpose of providing him or her with feedback on observed growth and learning. There may be opportunities to develop leadership skills in the following areas: advising (in a variety of formats), interpersonal communication, public speaking, time management, organization, event planning, data management, and creative problem solving.

**V. DUTIES AND RESPONSIBILITIES**

The position will carry specific duties and responsibilities as follows:

**Advisement**

1. Under the direction of the DUS Associate Director for International Engagement, assist in answering questions from DUS students interested in study abroad. This will include encouraging goal-setting for the international experience; answering specific questions about DUS faculty-led study abroad programs; explaining SDSU and DUS requirements, and procedures; and providing information about international scholarships and other funding opportunities.

2. Collaborate with the DUS Associate Director for International Engagement on new program development, including research on the demand for particular program types and locations, outreach to potential collaborators, and development of program components.

**Programmatic**

3. Assist the DUS Associate Director for International Engagement with the development, implementation, and evaluation of information sessions about DUS programs and funding opportunities and related presentations for DUS students.

4. Assist with the redesign and enhancement of all promotional materials for DUS International Engagement & Study Abroad (to include student handouts, web sites, and social media).

5. Assist with special projects as assigned.

**Administrative**

6. Organize materials for study abroad presentations, student walk-ins, and other special events and projects.

7. Assist with the tracking of student data related to participation of DUS in campus-wide international opportunities and specific participation in DUS faculty-led study abroad programs.

8. Other duties as assigned.

**VI. REQUIREMENTS**

1. Must have a 3.00 cumulative G.P.A. for graduate courses during employment.

2. Must be enrolled in at least 6 units in a student affairs or related program at San Diego

State University during the academic year.

3. Must be available to work 10-15 hours per week during the academic year.

4. Preference will be given to students who have studied abroad or have had comparable international experience.

**VII. KNOWLEDGE AND SKILLS NEEDED**

1. Ability to work in a team environment and independently

2. Strong written and oral communication skills including phone skills and public speaking skills.

3. Understanding of student development and strong ability to relate to individual students

4. Ability to quickly acquire knowledge of study abroad programs and resources

5. Strong organizational and programming skills, with attention to details

6. Ability to reason logically, draw valid conclusions and make appropriate recommendations

7. Skills in working with diverse student populations

8. Ability to establish and maintain cooperative working relationships with faculty, administrators, staff, and students

9. Knowledge of group dynamics and motivation techniques

10. Familiarity with word processing, spreadsheets, presentation software, social media, and publishing programs

11. Experience with web design is helpful, but not required

**VIII. BENEFITS**

1. Experience in advising and mentoring diverse undergraduate students.

2. Experience in programming and leadership.

3. Experience in utilizing theoretical knowledge in practice.

4. Familiarity with campus resources, faculty, staff, and administrators, as well as knowledge specific to international engagement and study abroad.

5. Professional mentoring relationships with student affairs and academic staff.

6. Opportunity for personal growth and development.

7. Rewards of making a positive impact on student success.

**IX. COMPENSATION**

($12-14/hour, depending on experience and program budget)

Learning Outcomes for the Student Affairs program that the student may experience in this assistantship:

• 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 context in postsecondary education

• Develop one’s own leadership strengths and awareness of areas for continued growth

• 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

• Apply research to practice in an area of specialization within student affairs in postsecondary education

• Communicate ideas and concepts effectively in written and spoken formats