**San Diego State University**

**Office of Educational Opportunity Programs and Ethnic Affairs**

**Student Affairs Assistant, Guardian Scholars Program**

**Position Description**

**August 2014-May 2015**

**I. POSITION INFORMATION**

JOB TITLE Student Affairs Assistant, Guardian Scholars Program

DEPARTMENT Educational Opportunity Programs and Ethnic Affairs

DIVISION Student Affairs

SUPERVISOR Associate Director, EOP

Student Affairs Assistants

Student Affairs Assistantships support the graduate program’s mission to provide exposure to broad areas that make up student life on college and university campuses. The assistantships allow students to learn the various skills sets that may be needed to support co-curricular functions that range from diversity to residential issues to career development to health initiatives. Student Affairs Assistantships are different than Graduate Assistantships in which students assist faculty members in instructional or classroom activities. Graduate students selected for Student Affairs Assistantships do not perform instructional activities, do not provide classroom support, and do not act as tutors. To learn about Student Affairs Assistantships contact the appropriate academic department.

**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, Disabled Student Services, Residential Life, International Student Center, Student Life and Leadership, Educational Opportunity Program, Financial Aid and Scholarships, Counseling and Psychological Services, Student Testing Assessment and Research, Student Rights and Responsibilities, Ombudsmen, Information Systems Management and New Student and Parent Programs.

**III. OFFICE OF EDUCATIONAL OPPORTUNITY PROGRAMS AND ETHNIC AFFAIRS**

The Office of Educational Opportunity Programs and Ethnic Affairs strive to improve access for disadvantaged students by making higher education a possibility for prospective students with potential for academic success. EOP assists disadvantaged students in overcoming historically, traditional, social, economic, psychological, and educational barriers throughout their collegiate experience and in achieving academic success by providing a comprehensive program of support services. Typical services provided include, but are not limited to outreach and recruitment, counseling, screening and selection, program orientation, Summer Bridge administration, Transfer Bridge administration, financial aid follow-up, academic advising, tutoring, tutoring coordination and facilitation, mentoring, learning skills services, and academic/personal support services.

**Mission:** The Office of Educational Opportunity Programs and Ethnic Affairs is committed to supporting first generation, low income students through innovative outreach and retention programs that encourage them to persist towards the goal of a university degree.

**Core Values**

* To foster communication that allows for growth and development of people and programs
* To promote an environment of diversity and cultural empowerment
* To function with respect and integrity
* To cultivate a community of lifelong learners
* To focus on learning outcomes and accountability

**SDSU Guardian Scholars Program**

The SDSU Guardian Scholars Program is committed to helping youth that were in foster care, previous dependents and wards-of-the-court, youth that were under legal guardianship, and unaccompanied homeless youth by providing a comprehensive, holistic support program to help them achieve the goal of a college degree. Unlike most college students, Guardian Scholars often do not have families to rely on for simple things that many take for granted. This program assists with year-around on-campus housing, meal plans, and school supplies. Also, there are special scholarships and grants available for Guardian Scholars.

**IV. EDUCATIONAL OBJECTIVES**

The EOP Student Affairs Assistant, Guardian Scholars Program, under the direct supervision of the Associate Director, will assist with various projects along with new initiatives to better serve current and prospective EOP students. This appointment is for nine months beginning August 2014 and ending May 2015. It may be extended further depending on any special projects needing completion.

The EOP Student Affairs Assistant will have the opportunity to develop the following during their tenure in EOP: leadership skills, interpersonal skills, communication skills, mentoring skills, public speaking skills, time-management skills, organizational skills, supervisory skills, event planning skills, creative problem solving skills, conflict management skills, to name a few.

**V. DUTIES AND RESPONSIBILITIES**

The position will carry specific duties and responsibilities that are prioritized based on the needs of the office. *The graduate assistant will not necessarily do all of the items listed and will be guided by the supervisor.*

**SDSU Guardian Scholars Program**

Under the direction of the EOP Associate Director:

* Input and/or update applicant information in EOP database regarding SDSU and EOP admissions status for prospective Guardian Scholars.
* Identify documents needed to complete EOP application for new, transfer and readmitted prospective Guardian Scholars.
* Prepare student applicant for EOP screening files for prospective Guardian Scholars.
* Assist with status checks as necessary for prospective Guardian Scholars, regarding:
  + EOP Admission
  + Guardian Scholars Application
  + New Student Orientation
  + EOP First Contact
  + Transitional Programs (summer and transfer bridge)
* Distribute and track Guardian Scholars applications:
  + Ensure appropriate documentation received for foster youth status, ward of the court, legal guardianship, and unaccompanied homeless youth.
  + Ensure letters of recommendation on letterhead.
  + Verify that prospective Guardian Scholars have started the financial aid application status.
* Prepare Guardian Scholars Applications for selection committee.
* Revise e-mail notifications to prospective Guardian Scholars:
  + Application reminders.
  + Offer to Guardian Scholar.
  + Receipt of Guardian Scholar Contract.
  + Financial Aid reminder (complete application) .
  + Housing suggestions (year around housing option, double room, Flex 7 meal plan).
* Conduct mid-semester grade checks for first and second years.
* Assist with first-years’ experience/activities and second-years’ student engagement
* Provide seminar support for students in Guardian Scholars in the first-year or transfer seminar.
* Provide coordination for upper division scholars to increase access to employment, internships, mentorship, and study abroad opportunities.
* Other duties assigned based on program needs.

**Other Duties as Assigned**

Other duties as assigned may include providing support to transitional programs, outreach, and other services and programs supporting EOP student recruitment, retention, and success.

**VI. REQUIRMENTS**

* Must have a 3.0 cumulative G.P.A. for graduate courses during employment.
* Must have a 2.75 undergraduate G.P.A.
* Must be enrolled at least half time of graduate level work at SDSU during the academic year.
* Must be able to work an average of 20 hours per week during the academic year.
* Must be able to work evenings and weekends as needed.

**VII. KNOWLEDGE AND SKILLS NEEDED**

* Ability to work in a team environment and independently.
* Ability to provide leadership and coordinate/supervise the activities of others.
* Strong organizational and programming skills, with attention to details.
* Ability to reason logically, draws valid conclusions and makes appropriate recommendations.
* Ability to plan and conduct effective meetings.
* Skills in working with diverse student populations and the ability to acquire knowledge of the specific needs of historically low-income and educationally disadvantaged students.
* Ability to develop any emerging student organizations with skills such as leadership, organization, team building, and communication.
* Ability to acquire knowledge of EOP programs and policies.
* Ability to establish and maintain professional, cooperative working relationships with faculty, administrators, staff, community members and student organizations.
* Knowledge of group dynamics and motivation techniques.
* Ability to manage databases and maintain accurate files.
* Strong written or oral communication skills including phone skills and public speaking skills.
* Knowledge of basic office procedures and the ability to operate standard office equipment, including PC based office applications.

**VIII. 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
* Familiarity with campus cultural and organizational structures
* Professional mentoring relationships with student affairs staff.

**IX. COMPENSATION**

$12-15/hour depending on experience