***Student Affairs - Staff Assistant: Programming and Administration, The Pride Center***

**POSITION INFORMATION**

JOB TITLE: Student Staff Assistantship, The Pride Center Programming and Administration

DEPARTMENT: Student Life & Leadership

BEGINNING SALARY: $14.00/Hour

SUPERVISOR: Coordinator of The Pride Center

Student Affairs Assistantships support the graduate program’s mission to provide exposure to the 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. To learn about Student Affairs Assistantships contact the appropriate academic department.

**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 Life, International Student Center, Student Life & Leadership, 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.

**STUDENT LIFE AND LEADERSHIP**

Student Life & Leadership promotes student engagement, development, and success. We provide an integrated University experience for our diverse community through teaching, advising, and programming.

**EDUCATIONAL OBJECTIVES**

The Student Affairs Assistant, under direct supervision of the Coordinator of The Pride Center, will work specifically with the area of The Pride Center and other program areas as assigned. This appointment is for January through mid-May but may be terminated without cause prior to May.

The Student Affairs Assistant may have the opportunity to develop the following skills: supervisory skills, interpersonal skills, communication skills, public speaking skills, time management skills, organizational skills, event planning skills, creative problem solving skills, conflict resolution skills, meeting management skills, and delegation skills.

**DUTIES AND RESPONSIBILITIES**

The position will carry duties and responsibilities as follows and can change dependent upon the needs of the program. Student Affairs Assistants work evening programs and hours.

100% of this position will be spent working with The Pride Center (20 hrs/week).

**THE PRIDE CENTER 100%**

The Student Affairs Staff Assistant for Programming and Administration of The Pride Center at SDSU is a graduate student position which supports the overall administration and programming initiatives of The Pride Center. The Staff Assistant for Programming and Administration will utilize relevant graduate coursework, experience in social justice education, knowledge of college student development, demonstrated commitment to the queer (lesbian, gay, bisexual, transgender, queer/questioning, etc.) communities, and other relevant areas of knowledge to effectively carry out the following job functions:

* Assist in the oversight of the administrative planning and assessment of The Pride Center programming on the SDSU main campus.
* Assist the Coordinator of The Pride Center with the oversight of Pride Center Assistants (PCA) by providing guidance, feedback, and enforcing University policies and procedures.
* Assist in the coordinate logistics for large-scale events sponsored and developed by The Pride Center.
* Implement, under the direction of the Coordinator, ongoing assessment and evaluation of The Pride Center programs, services, and community development.
* Support the day to day office management of The Pride Center including desk operations and the scheduling of PCAs.
* Represent The Pride Center outreach endeavors on the SDSU campus and beyond, under the Coordinator’s supervision.
* Other duties as assigned.

**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 personnel or related program at San Diego State University during the academic year.
3. Must be available to work an average of 20 hours per week during the academic year. Evening and weekend hours will be required.

**GENERAL QUALIFICATIONS**

* Must have working knowledge of standard PC programs, such as MS Word, Excel, Publisher, PowerPoint, etc.; Strong social media and web experience required
* Familiarity with office and campus related policies and procedures
* Good organizational skills and creativity
* Must maintain good judicial standing
* Ability to work independently and with constant interruptions
* Excellent oral and written communication skills
* Ability to exercise independent decision-making skills
* Knowledge and practice of good customer service principals
* Must be available for staff training and meetings plus 20 office hours/week
* Must have demonstrated knowledge of and a desire to support traditionally underrepresented students (including, but not limited to, Asian/Pacific Islander, Asian-American, African, African-American, Chican@, Hispanic, Latin@, Native American, Alaskan Native, Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning students, students with disabilities as well as those with various spiritual/religious beliefs).

**BENEFITS**

1. Experience in student affairs programming, specifically with LGBTQ populations.
2. Familiarity with campus and community resources, faculty, staff, and administrators.
3. Experience in advising undergraduate students in an organizational setting.
4. Opportunity to apply classroom learning to a dynamic and fast-paced workplace.
5. Professional mentoring relationships with student affairs staff.
6. Opportunity for personal growth and development.
7. Rewards of making a positive impact on the success of SDSU students.

Learning Outcomes that the student may experience in this assistantship:

* Identify where a student is in regards to their student development, and provide suitable levels of challenge and support during advisement.
* Interpret university policies in order to assist students and their families in understanding why a particular policy exists and how it affects them
* Analyze and summarize reliable scholarly information and resources about LGBTQ student programs and populations.
* Demonstrate an understanding of presentation and workshop planning, implementation, and assessment.