I. POSITION INFORMATION

JOB TITLE            Assistant Program Coordinator

DEPARTMENT          Administration, Rehabilitation, and Postsecondary Education

II. MISSION

The Masters of Arts degree in Postsecondary Educational Leadership is intended for students seeking positions in college and university administration. Graduates of this program are well-prepared to deliver and assess programs and serve students in a range of institutional areas, including: enrollment services, financial aid, and training and development. Graduates of this program are also prepared to work as service providers in governmental and non-profit organizations.

III. EDUCATIONAL OBJECTIVES

The Assistant Program Coordinator, under direct supervision of the Program Coordinator, will work to facilitate the administration and assessment of graduate programs. The Assistant Program Coordinator will meet with the Program Coordinator weekly to discuss current and upcoming projects. There will be opportunities to develop leadership skills in the following areas: interpersonal communication, public speaking, web editing, time management, organization, event planning, data analysis, and creative problem solving.

V. DUTIES AND RESPONSIBILITIES

The position will carry specific duties and responsibilities as follows:

1. Under the direction of the Program Coordinator, assist with overall management of programs including communication with current students, prospective students, faculty and other stakeholders.

2. Assist with the creation, enhancement, and dissemination of program materials (including the program website, PowerPoint presentations, student handbooks, e-mails, flyers, and promotional materials).

3. Administer, analyze, and summarize assessments related to student learning and satisfaction.

4. Assist with outreach to prospective students (i.e. plan and attend information sessions, recruit at professional conferences).

5. Collaborate with the Program Coordinator to develop, implement, and evaluate a series of professional development seminars.
6. Support the Program Coordinator in the planning and implementation of events, such as Orientation, Interview Weekend, and student learning portfolio presentations.

7. Assist with special projects as assigned.

VI. REQUIREMENTS

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

9. Must be enrolled in at least 6 units of graduate coursework at San Diego State University during the academic year.

10. Must be available to work 20 hours per week during the academic year.

11. Preference will be given to second year students who have demonstrated advanced organizational and interpersonal skills. However, first year students who feel they meet the requirements are also encouraged to apply.

VII. KNOWLEDGE AND SKILLS NEEDED

1. Strong organizational skills and attention to detail

2. Ability to work well independently and initiate projects without prompting

3. Understanding of program mission, requirements, and deadlines

4. Ability to think critically, solve problems, and make appropriate recommendations

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

6. Strong written and oral communication skills, including public speaking

7. Familiarity with word processing, spreadsheet, presentation, and web-editing programs

VII. BENEFITS

1. Experience in programming, leadership, and advising students

2. Rewards of making a positive impact on the program and student success

3. Familiarity with program resources, faculty, and staff

4. Opportunity to develop assessment skills

5. May have the opportunity to travel to local and regional conferences and events to support student programming.

6. Participation in student-centered decision making

7. Opportunity for personal growth and development
VIII. COMPENSATION

Monthly stipend equal to approximately $12.00/hour (20 hours per week)

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

- Identify and apply varying leadership styles that are prevalent within a student affairs in postsecondary education context
- Identify one’s own leadership strengths and areas of continued development
- Engage in meaningful outcomes-based assessment of collaboratively designed student learning and development programs and initiatives
- Communicate ideas and concepts effectively in written and spoken word