**San Diego State University**

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

**Student Affairs Graduate Assistant**

**Position Description**

**I. POSITION INFORMATION**

JOB TITLE EOP Projects Graduate Assistant

DEPARTMENT Office of Educational Opportunity Programs and Ethnic Affairs

Student Affairs Assistantships

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

**IV. EDUCATIONAL OBJECTIVES**

The EOP Projects Graduate Assistant, under the direct supervision of the Assistant 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 1 and ending May 31. It may be extended further depending on any special projects needing completion.

The EOP Projects Graduate 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.*

**EOP Transitional Programs**

**Transfer Bridge Program (TBP):**

1. Assist with the planning, coordination, and implementation of the annual TBP.
2. Relay all information and continue communication with transfer students.
3. Pre – Transfer Bridge Program:
	1. Collaborate with the EOP Transfer Bridge Program Committee to coordinate and plan the upcoming cohort by co-leading committee meetings.
	2. Manage TBP Applicant database by input and updating information regarding SDSU and EOP admissions status for prospective participants.
	3. Coordinating marketing aspects of TBP to prospective EOP transfer students.
	4. Conduct orientations for the program and explain policies and expectations of a participant.
	5. Finalize list of participants and prepare the information to be sent to outside departments before deadlines.
	6. Coordinate and participate in the hiring process for the Peer Mentors.
	7. Organize and lead the training for the Peer Mentors.
	8. Assist with planning, revising, and finalizing the agenda and budget.
	9. Plan, coordinate, and organize any activities or workshops needed for the program (Concurrent Sessions, Campus Plunge, etc.).
4. During – Transfer Bridge Program:
	1. Lead and supervise the Peer Mentors.
	2. Announce news and updates to students and TBP staff.
	3. Check room reservations and make sure that the agenda is on point.
	4. Assist Peer Mentors with creating a sense of community and a learning environment.
5. Post – Transfer Bridge Program:
	1. Manage any social media relating to the creation of the cohort.
	2. Continue any communication needed with the students.
	3. Coordinate retention efforts to increase the rate of success for the students’ first semester at San Diego State University by:
		1. Create, plan, and organize monthly social gatherings to continue and strengthen the relationships that were built during the program.
		2. Conduct quantitative and qualitative research (surveys, focus groups, case studies, etc.).
		3. Organize workshops that are beneficial to the students and receive feedback.
		4. Create a mentorship within the students to promote leadership and success.
	4. Compose an annual report regarding the program that will be included in the Annual Department Report for Student Affairs.
	5. Compose, maintain, and update a handbook for future Lead Mentors and committees.

**Guardian Scholars Admission Processing**

Under the direction of the Guardian Scholars Program Specialist:

1. Input and/or update applicant information in EOP database regarding SDSU and EOP admissions status for prospective Guardian Scholars.
2. Identify documents needed to complete EOP application for new, transfer and readmitted prospective Guardian Scholars.
3. Prepare student applicant for EOP screening files for prospective Guardian Scholars.
4. Assist with status checks as necessary for prospective Guardian Scholars, regarding:
	1. EOP Admission
	2. Guardian Scholars Application
	3. New Student Orientation
	4. EOP First Contact
	5. Transitional Programs (summer and transfer bridge)
5. Distribute and track Guardian Scholars applications:
	1. Ensure appropriate documentation received for foster youth status, ward of the court, legal guardianship, and unaccompanied homeless youth.
	2. Ensure letters of recommendation on letterhead.
	3. Verify that prospective Guardian Scholars have started the financial aid application status.
6. Prepare Guardian Scholars Applications for selection committee.
7. Revise e-mail notifications to prospective Guardian Scholars:
	1. Application reminders.
	2. Offer to Guardian Scholar.
	3. Receipt of Guardian Scholar Contract.
	4. Financial Aid reminder (complete application) .
	5. Housing suggestions (year around housing option, double room, Flex 7 meal plan).
8. Other duties assigned based on program needs.

**Graduate Mentorship**

1. EOP Student Organizations:
2. Advise and model leadership for the various student organizations that are a part of EOP.
3. Attend general and executive meetings as well as special events for the EOP Student Advisory Board (ESAB) and Education Without Boarders (EWB).
4. Provide support to the students with developing their leadership role and advise them when needed.
5. EOP Recruitment Assistants:
	1. Assist, plan and coordinate hiring process for Recruitment Assistants.
	2. Organize and conduct training.
	3. Manage schedules and hours per week to make sure they do not go over allotted time.
	4. Receive requests from EOP staff and delegate tasks to Assistants based on experience and schedules.
	5. Mentor students in any area that is needed to grow professionally.
	6. Assist in evaluation and assessment of each Recruitment Assistant.
6. Student Support Groups:
	1. Create resources and supply services for EOP students with children such as a Parent Support Group.
	2. Collaborate with and acquire assistance from SDSU Aztec Parents.
	3. Assist with support group for the Guardian Scholars.
	4. Assist developing leadership skills for emerging groups as needed by the office.
7. EOP SOAR Mentoring Program:
	1. Assist in coordinating the implementation of EOP SOAR (Success, Opportunity, Academics and Responsibility) mentoring program.
	2. Assist in screening and selection of peer mentors.
	3. Assist in training of peer mentors, including initial training, weekly meetings, and other training.
	4. Monitor the progress of peer mentors with their protégés.
	5. Assist in evaluation and assessment of the mentoring program.
	6. Coordinate the Guardian Scholars mentoring program in conjunction with the SOAR mentoring program.
	7. Confer with the Assistant Director in charge of Guardian Scholars program and the Guardian Scholars assistant regarding Guardian Scholars mentors and protégés.

**Other Duties as Assigned**

**VI. REQUIRMENTS**

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

**VII. KNOWLEDGE AND SKILLS NEEDED**

1. Ability to work in a team environment and independently.
2. Ability to provide leadership and coordinate/supervise the activities of others.
3. Strong organizational and programming skills, with attention to details.
4. Ability to reason logically, draws valid conclusions and makes appropriate recommendations.
5. Ability to plan and conduct effective meetings.
6. 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.
7. Ability to develop any emerging student organizations with skills such as leadership, organization, team building, and communication.
8. Ability to acquire knowledge of EOP programs and policies.
9. Ability to establish and maintain professional, cooperative working relationships with faculty, administrators, staff, community members and student organizations.
10. Knowledge of group dynamics and motivation techniques.
11. Ability to manage databases and maintain accurate files.
12. Strong written or oral communication skills including phone skills and public speaking skills.
13. Knowledge of basic office procedures and the ability to operate standard office equipment, including PC based office applications.

**VIII. BENEFITS OF ASSISTANTSHIP**

1. Experience in student affairs programming and leadership.
2. Familiarity with campus and community resources, faculty, staff, and administrators.
3. Experience in advising in undergraduate students in an organizational setting.
4. Professional mentoring relationships with student affairs staff.
5. Opportunity for personal growth and development.
6. Rewards from making a positive impact on the success of SDSU students.

**IX. COMPENSATION**

 $12.00 per hour depending on experience