POSITION TITLE: Student Affairs Graduate Student Assistant (2 Available)

HOURS/COMPENSATION: Up to 20hrs per week/$12 an Hour

DEPARTMENT INFORMATION:
In support of the mission of San Diego State University’s Division of Student Affairs, the Office of Intercultural Relations promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Office of Intercultural Relations provides programs and learning environments where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills. The Office of Intercultural Relations' services include a Women’s Resource Center, The Cross Cultural Center, a multicultural Library and the Cultural Competency Certificate Program.

GENERAL SCOPE OF POSITION:
Under the general supervision and guidance of the Department Coordinator, the Student Affairs Graduate Student Assistant (SAGSA) will work as Generalist within the Office of Intercultural Relations assisting with the research, development and implementation of strategies to foster a diverse and inclusive learning environment on the San Diego State University campus. The SAGSA will work collaboratively with underrepresented students, cultural student organizations, campus departments and community partners to cultivate intercultural dialogue, cultural awareness, advocacy for underrepresented student populations, and respect for diversity.

RESPONSIBILITIES:
The responsibilities of the Student Affairs Graduate Student Assistant may include but are not limited to support the following areas:

- Facilitates racial/cultural awareness workshops and presentations to campus student organizations
- Advises cultural student organizations and coordinates collaborative programming in relationship to cultural diversity and multiculturalism
- Assists with administrative duties to successfully operate the Cross Cultural Center's day-to-day operations
• Serves as Peer Diversity Educator to various offices by developing collaborative cultural programs and efforts
• Collects and Assesses evaluation of program and services provided to underrepresented students populations
• Creates reports based on services provided by the Cross Cultural Center
• Attends all departmental trainings and mandatory events
• Other duties as assigned

EMPLOYMENT CONDITIONS & QUALIFICATIONS:
  a) Must be enrolled as a part-time or full-time student in one of the San Diego State University Masters of Arts in Postsecondary Educational Leadership Programs
  b) Must be available to work some evening and weekend hours
  c) Must be available to work at least two full semesters (2013-2014 Academic year)
  d) Must be available to work at least two weeks prior to start of classes in the fall semester and one week in the spring semester
  e) Must be able to work 20 hours per week

QUALIFICATIONS:
  i. Dedication and commitment to issues of multiculturalism and social justice
  ii. Previous experience in implementing and designing culturally focused educational workshops and programs
  iii. Demonstrated ability to work autonomously, multi-task, and manage time effectively
  iv. Excellent oral and written communication skills
  v. Basic qualitative and quantitative research skills
  vi. Proof of U.S. Eligibility for Employment

APPLICATION PROCESS:

Please submit a cover letter and Resume to Freddie Sanchez, Department Coordinator at fsanchez@mail.sdsu.edu. Applications will be reviewed on/after July 8, 2013. Should your application be considered, you will be contacted for an interview.