San Diego State University
STUDENT LIFE AND LEADERSHIP
Student Affairs Assistant – Commuter Programs

I. POSITION INFORMATION

JOB TITLE                  Student Staff Assistantship, Commuter Programs  
DEPARTMENT                Student Life and Leadership  
BEGINNING SALARY          $12.00/Hour  
SUPERVISOR                Assistant Director, Student Life and Leadership

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.

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, Testing, Student Rights and Responsibilities, Ombudsmen, Information Systems Management and New Student and Parent Programs.

III. 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.
IV. EDUCATIONAL OBJECTIVES

The Student Affairs Assistant, under direct supervision of the Assistant Director of Student Life & Leadership and the Coordinator for Commuter Programs, will work specifically with the area of Commuter Services and other program areas as assigned. This appointment is for August 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.

V. DUTIES AND RESPONSIBILITIES

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

100% of this position will be spent working with Commuter Programs (20 hrs/week).

CASA AZTECA/AZTEC FRESHMAN CONNECTION

1. Serve as a main point of contact and resource for participants and families in the CASA AZTECA/AZTEC FRESHMAN CONECTION programs.
2. Serve as a role model and resource for CASA AZTECA/AZTEC FRESHMAN CONECTION participants and Peer Mentors.
3. Project a caring, concerned, and approachable demeanor in order to facilitate communication and establish positive relationships with program participants, their families, the local community, and SDSU faculty/staff.
4. Communicate with CASA AZTECA/AZTEC FRESHMAN CONECTION participants via phone, email, and Facebook regarding their transition and upcoming sessions.
5. Under the supervision of the Director, assist with the GEN S 100 courses.
6. Provide support to faculty/staff by assisting with preparation of materials for GEN S 100 class sessions.
7. Train, manage and supervise the Peer Mentors (prepare for the weekly sessions, assist with training and mentoring, provide academic resources, track hours, assist in the coordination of timesheets and payroll, coordinate transportation).
8. Help plan, promote, attend, and support educational and social activities and programs.
9. Monitor academic progress of program participants.
10. Promote SDSU campus traditions (such as Aztec Nights, Convocation, Welcome Week, etc.) programs, and resources.
11. Attend all sessions, including those on Saturdays.
12. Create and facilitate academic skills workshops for program participants (i.e., test-taking, note-taking, goal setting, time management).
13. Assist with programming for the Commuter Resource Center in the Aztec Student Union.
15. Participate in Student Life & Leadership training and development sessions.
16. Assist with content, redesign and enhancement of all social media and office publications (promotional materials, events, handbook, websites etc.)
17. Assist in the development and measurement of learning outcomes.
18. Perform research and create related resources for use in student development training, leadership development and workshops.
19. Effectively communicate and respond to routine inquiries; explain standard policies and procedures to both individual students and groups.
20. Assist in greeting visitors to the Student Life and Leadership Office and answering phones while staffing the front desk.
21. Attend all Student Affairs Assistant meetings and training.
22. Serve on Student Life & Leadership committees as assigned.
23. Attend approved workshops and conferences as available; seek pre-professional development opportunities in student affairs-related areas.
24. Serve as a point of contact regarding Student Life & Leadership activities including the recognition of student organizations and campus events.
25. Other duties as assigned.

VI. 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.

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, draw valid conclusions and make appropriate recommendations.

5. Sensitivity to cultural, economic, and educational differences. Skilled in working with a diverse student body.

6. Ability to establish and maintain cooperative working relationships with faculty, administrators, staff, community organizations, and the communities the program serves.

7. Ability to plan and conduct effective meetings.

8. Knowledge of freshman, transfer and commuter transition issues.

9. Ability to establish and maintain professional, cooperative working relationships with faculty, administrators, staff, community members and student organizations.

10. Ability to manage databases, update web pages, and maintain accurate files.

11. Strong written or oral communication skills including phone skills and public speaking skills.

12. Familiarity with word processing programs, ability to use a computer.

VII. **BENEFITS**

1. Experience in student affairs programming, specifically with commuter student programs.

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.


7. Rewards of making a positive impact on the success of SDSU students.

Learning Outcomes that the student may experience in this assistantship:

1. Identify where a student is in regards to their student development, and provide suitable levels of challenge and support during advisement.

2. Interpret university policies in order to assist students and their families in understanding why a particular policy exists and how it affects them.

3. Analyze and summarize reliable scholarly information and resources about commuter student programs and populations.

4. Demonstrate an understanding of presentation and workshop planning, implementation, and assessment.