San Diego State University
Office of Educational Opportunity Programs and Ethnic Affairs
Student Affairs Assistant
Position Description

I. POSITION INFORMATION

JOB TITLE
Assistant Coordinator, Center for Academic Assistance and Training

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 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. 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 Activities & Campus Life, 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. OFFICE OF EDUCATIONAL OPPORTUNITY PROGRAMS AND ETHNIC AFFAIRS

The Office of Educational Opportunity Programs and Ethnic Affairs strives 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, pre-admission
counseling, screening-and-selection, program orientation, Summer Bridge administration, financial aid follow-up, special/regular admissions, academic advising, tutoring, 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 Assistant Coordinator for the Center of Academic Assistance and Training (CAAT), under direct supervision of the Retention Coordinator, will assist in the implementation and evaluation of EOP programs. This appointment is for nine months beginning August and ending in late May. The appointment may be extending depending on special projects needing completion.

The Assistant Coordinator CAAT will have the opportunity to develop the following: leadership 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, etc.

V. DUTIES AND RESPONSIBILITIES

The position will carry specific duties and responsibilities as follows:

Counseling
1. Assist counselors in monitoring the progress of first-year and probationary students.
2. Assist counselors in providing a comprehensive program to systematically advise, counsel, motivate and assist in the retention of students.
3. Assist counselors in screening and selecting new EOP students in compliance with state regulations and guidelines.
4. Assist counselors in identifying and assisting students in personal adjustment counseling, utilizing both group and individual counseling procedures.
CAAT Center
1. Assist the Retention Coordinator in monitoring the academic progress of students receiving tutoring; closely monitor those on academic probation and participating in extended CAAT services.
2. Compare the tutoring learning outcomes of students receiving constant tutoring with those who are minimally using the tutorial services of CAAT.
3. Assist the Retention Coordinator in the production and compilation of reports by providing a macro perspective of the services provided by CAAT and the learning outcomes generated by the students receiving such services.
4. Assist the Retention Coordinator in the data collection, compilation, and dissemination of Mid Semester Grade Assessments with SDSU faculty.
5. Assist the Retention Coordinator with possible personal counseling issues that may arise with students asking their tutors for advice—not related to tutoring.
6. Assist the Retention Coordinator in creating and facilitating workshops that target issues that may impinge the students’ ability to study (handling relationships, dealing with family obligations, separation from family, inability to meet other people, etc.)
7. Identify students who participate in workshops and develop and implement a small cluster support group.
8. Coordinate and communicate effectively with campus departments that provide services to the program.

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 Social Science, student personnel, or counseling 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.
4. Must be available to work evenings and weekends as needed.

KNOWLEDGE AND SKILLS NEEDDED

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 detail.
4. Ability to reason logically, draw valid conclusions and make 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 acquire knowledge of EOP programs and policies.
8. Ability to establish and maintain professional, cooperative working relationships with faculty, administrators, staff, community members and student organizations.


10. Ability to manage databases and maintain accurate files.

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

12. Knowledge of basic office procedures and the ability to operate standard office equipment, including PC based office applications.

**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 undergraduate students in an organizational setting.

4. Professional mentoring relationships with student affairs staff.

5. Opportunity for personal growth and development.

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

**COMPENSATION**

$14-17 an hour depending on experience.