I. POSITION INFORMATION

JOB TITLE
Student Staff Assistantship, Leadership Programs

DEPARTMENT
Student Life and Leadership

BEGINNING SALARY
$12.00/Hour

SUPERVISOR
Assistant Director, Student Life and Leadership
Dr. Robyn Adams – 619-594-5221

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 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 a balanced University experience for our diverse community through teaching, advising, and programming.
IV. EDUCATIONAL OBJECTIVES

The Graduate Assistant, under direct supervision of the Assistant Director of Student Life and Leadership, will work specifically with the area of Leadership Programs/Community Service and other program areas as assigned. This appointment is for August through mid-May but may be terminated without cause prior to May.

The Graduate 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. Graduate Assistants work evening programs and hours.

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

Programmatic/Advising

1. Train, manage and supervise the Peer Leadership Consultant programmers. This group of students present leadership and community service programs to SDSU registered student organizations and the San Diego State community.

2. Under the direction of the Assistant Director of Student Life & Leadership, plan, manage, implement and assess a three day leadership conference called AZTEC CORE.

3. Advise student groups needing leadership and/or community service assistance.

4. Assist in the development, implementation, and assessment of various leadership programs and community service programming throughout the academic year (i.e. Freshman Leadership Connection, Leadership Conference, Leadership Workshops/Retreats, Homecoming Week, Midnight Study Break, Student Involvement Expo, Welcome Week, Explore SDSU Day, Quest for the Best, Aztec Nights, Aztec Unification Project).

5. Assist in outreaching to recognized student organizations and other campus groups/councils regarding on and off campus leadership, involvement and community service opportunities.

6. Assist in outreaching and informing SDSU students about the Leadership Certificate through workshop sessions and advising sessions.
7. Assist in tracking data related to the Leadership Certificate.

8. Serve as a leadership and community service liaison and advocate at various campus events.

9. Assist in organizing and facilitating group forums, educational workshops, and leadership development for student leaders, student organizations and student organization advisors.

10. Assist with content, redesign and enhancement of all social media and office publications (promotional materials, events, handbook, websites etc.)

11. Assist in the coordination of Student Life & Leadership blog program, including writing weekly blogs for our social media sites.

12. Assist with projects related to the online community service tracking system.

13. Assist in the development and measurement of learning outcomes.

**Administrative**

1. Perform research and create related resources for use in student development training, leadership development and workshops.

2. Assist in the maintenance of the Student Life & Leadership website and social media outlets.

3. Organize materials relative to various programs and projects.

4. Effectively communicate and respond to routine inquiries; explain standard policies and procedures to both individual students and groups.

5. Assist in greeting visitors to the Office of Student Life and Leadership and answering phones while staffing the front desk.

6. Attend all Graduate Assistant meetings and training.

7. Serve on Student Life & Leadership committees as assigned.

8. Attend approved workshops and conferences as available; seek pre-professional development opportunities in student affairs-related areas.

9. 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. Ability to plan and conduct effective meetings.

6. Skills in working with diverse student populations.

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

8. Knowledge of group dynamics and motivation techniques.

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

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

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

VII. BENEFITS

1. Experience in student affairs programming, and leadership and community service programs.

2. Familiarity with campus and community resources, faculty, staff, and administrators.

3. Experience in advising undergraduate and graduate 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.

Learning Outcomes that the student may experience in this assistantship:

1. Become a resource for students by providing suitable levels of challenge and support during advisement.

2. To assist students and student organizations in understanding why a particular policy exists and how it affects them.

3. Locate and utilize reliable scholarly information and resources about student involvement, leadership and development, and community service.

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