

**San Diego State University**  
**Center for Student Rights and Responsibilities**  
**Student Affairs Assistant**  
**Position Description**

**I. POSITION INFORMATION**

JOB TITLE	<u>Student Affairs Assistant/ Graduate Judicial Officer</u>
DEPARTMENT	<u>Center for Student Rights and Responsibilities</u>
DIVISION	<u>Student Affairs</u>

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, Student Disability Services, Residential Education, International Student Center, Centers for Student Involvement, 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. CENTER FOR STUDENT RIGHTS AND RESPONSIBILITIES**

In support of the mission of San Diego State University, the Center for Student Rights and Responsibilities educates campus community members about the Student Code of Conduct and assists in the development of students as good citizens. In order to carry out this mission, we strive to provide outreach, educational materials and advisement to students, faculty and staff regarding Title V, section 41301, Executive Orders 1006 and 1043 and other campus policies; demonstrate care for individual students, their educational aspirations and personal development; hold students accountable for campus violations; increase retention by encouraging students to make appropriate,

ethical and positive choices; decrease risk behaviors through intervention and appropriate sanctions; and ensure that students' due process rights are protected.

#### IV. **EDUCATIONAL OBJECTIVES**

The Student Affairs Assistant, under direct supervision of Navi Kalinsky, Judicial Officer, will work with the department to investigate and adjudicate academic and non-academic misconduct cases. This appointment is from September to May, but may be terminated without cause prior to May. The Student Affairs Assistant will be evaluated twice during the year for the purpose of providing him or her with feedback on observed growth and learning. The Student Affairs Assistant will have the opportunity to develop skills in the areas of conducting investigations, conflict resolution, policy interpretation and enforcement, critical thinking, crisis management, oral and written communications, record keeping, public speaking, conference planning, and time management.

#### V. **DUTIES AND RESPONSIBILITIES**

The position will carry specific duties and responsibilities as follows:

- Investigates alleged violations of the Student Code of Conduct
- Conducts informal judicial conferences and determines appropriate sanctions and stipulations
- Assists in the accurate maintenance of records
- Coordinates the tracking of signed settlement agreements and the completion of judicial sanctions
- Assists and participates in the coordination of outreach programs designed to educate campus community members on their rights and responsibilities
- Assists Judicial Officers with preparation of formal judicial hearings
- Acts as the audio technician for formal judicial hearings
- Assists the office staff with any other needs that pertain to the Center for Student Rights and Responsibilities. This may include, but is not limited to, preparing letters for students, filing, making phone calls, and covering the reception area.

#### VI. **REQUIREMENTS**

- Must have a 3.00 cumulative g.p.a. for graduate courses during employment.
- Must be enrolled in at least 6 units in a student personnel or related program at San Diego State University. Preference will be given to students enrolled in the Master of Art's Postsecondary Educational Leadership with a Specialization in Student Affairs program.
- Must be available to work 20 hours a week during the academic year. Some evenings and weekends may be required.

#### VII. **KNOWLEDGE AND SKILLS NEEDED**

- A desire to work in student judicial affairs
- Ability to adhere to strict confidentiality guidelines
- Excellent written and oral communication skills
- Ability to reason logically, draw valid conclusions, and make appropriate decisions
- Strong organizational and time management skills
- Ability to work with diverse student populations
- Ability to establish and maintain cooperative working relationships with students, faculty, administrators, and staff
- Capability to learn computer applications and databases quickly

#### VIII. **LEARNING OUTCOMES**

- Experience in student judicial affairs, including law and policy interpretation and application, investigations, student and parent interactions, and interventions in high-risk behaviors.
- Opportunity to work directly with various campus resources including faculty, staff, and administrators.
- Professional mentoring relationships with student affairs staff.
- Opportunity for personal and professional growth and development.
- Rewards of making a positive impact on the success of SDSU students.
- Identify how learning and development theories can be implemented in daily practice within student affairs in postsecondary education.
- Identify one's own leadership strengths and areas of continued development.
- Identify the preparation and learning tendencies with which students enter into postsecondary education and propose strategies to facilitate their development and success.
- Apply research to practice in an area of specialization within student affairs in postsecondary education.
- Communicate ideas and concepts effectively in written and spoken word.

#### IX. **COMPENSATION**

- \$10 an hour