**San** **Diego** **State** **University**

**STUDENT** **LIFE** **& LEADERSHIP**

**Student** **Affairs** **Assistant**

**Position Description**

I. **POSITION** **INFORMATION**

JOB TITLE Student Affairs Assistant

Freshman Commuter Pathways/Commuter Life

DEPARTMENT Student Life & Leadership

BEGINNING SALARY $15.00/Hour

SUPERVISOR Associate 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, Student Disability Services, Residential Education, 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 success and development, inclusive engagement and civic responsibility. We cultivate transformational leadership experiences for our diverse community.

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

The Student Affairs Assistant, under direct supervision of the Assistant Director

of Student Life & Leadership for Commuter Life and the Student Life Advisor for Commuter Life Programs, will work specifically with the area of Commuter Life and the Freshman Commuter Pathways 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 dependent upon the needs of the program. Student Affairs Assistants work evening and weekend programs and hours.

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

**FRESHMAN COMMUTER PATHWAYS** 100%

1. Serve as a main point of contact and resource for participants and families in Freshman Commuter Pathways, which consist of learning community course packages, freshman interest groups, academic mentoring options, and more.
2. Serve as a role model and resource for Freshman Commuter Pathways participants and Commuter Life Academic 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 Freshman Commuter Pathways participants via phone, email, and Facebook regarding their transition and upcoming sessions.
5. Under the supervision of the Assistant Director, assist with the GEN S 100B: University Seminar courses.
6. Provide support to faculty/staff by assisting with preparation of materials for GEN S 100B: University Seminar class sessions.
7. Train, manage and lead the Commuter Life Academic Mentor Program with two other Student Affairs Assistants (prepare and facilitate weekly mentor team meetings, assist with training and mentoring, provide academic resources, track mentor 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 Conrad Prebys Aztec Student Union.
14. Assist in the preparation of assessment, reports and surveys.
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 & 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, sophomore, 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.
6. Opportunity for personal growth and development.
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.