

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

I. POSITION INFORMATION

JOB TITLE	Student Staff Assistantship, Assessment and Research Assistant, 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).

ASSESSMENT/RESEARCH

75%

1. Assist in the preparation of assessment, reports and surveys.
2. Assist in the development and measurement of learning outcomes.
3. Assist in the coordination of activities associated with the assessment and evaluation of student support programs and services.
4. Code data collected from surveys, databases, and other source material, both quantitative and qualitative.
5. Process data (manually or via scanner) into Excel spreadsheets and/or SPSS data formatted files.
6. Create tabular and graphic representation of data summaries and cross-tabulations.
7. Assist in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to research and data collection findings and results.
8. Assist in the documentation of the research and assessment process and dissemination of research findings for various departments and for publication on the department website.
9. Perform research and create related resources for use in student development training, leadership development and workshops.

1. Serve as a point of contact and resource for participants and families in the CASA AZTECA/AZTEC FRESHMAN CONNECTION programs.
2. Serve as a role model and resource for CASA AZTECA/AZTEC FRESHMAN CONNECTION participants and 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. Under the supervision of the Coordinator, assist with the GEN S 100 courses.
5. Provide support to faculty/staff by assisting with preparation of materials for GEN S 100 class sessions.
6. Assist with the training and supervision of the Academic Mentors.
7. Help plan, promote, attend, and support educational and social activities and programs.
8. Monitor academic progress of program participants.
9. Promote SDSU campus traditions (such as Aztec Nights, Convocation, Welcome Week, etc.) programs, and resources.
10. Attend all sessions and programs, including those on Saturdays.
11. Create and facilitate academic skills workshops for program participants (i.e., test-taking, note-taking, goal setting, time management).
12. Assist with programming for the Commuter Resource Center in the Aztec Student Union.
13. Participate in Student Life & Leadership training and development sessions.
14. Assist with content, redesign and enhancement of all social media and office publications (promotional materials, events, handbook, websites etc.)
15. Effectively communicate and respond to routine inquiries; explain standard policies and procedures to both individual students and groups.
16. Assist in greeting visitors to the Student Life and Leadership Office and answering phones while staffing the front desk.
17. Attend all Student Affairs Assistant meetings and training.
18. Serve on Student Life & Leadership committees as assigned.
19. Attend approved workshops and conferences as available; seek pre-professional development opportunities in student affairs-related areas.

20. Serve as a point of contact regarding Student Life & Leadership activities including the recognition of student organizations and campus events.
21. 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.
4. Prior assessment and/or research experience is desirable

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 acquire knowledge of assessment and research policies and campus and community resources to be used for assessment and research programs.
5. Ability to work with databases, word processing documents, and maintain accurate files.
6. Ability to reason logically, draw valid conclusions and make appropriate recommendations.
7. Sensitivity to cultural, economic, and educational differences. Skilled in working with a diverse student body.
8. Ability to establish and maintain cooperative working relationships with faculty, administrators, staff, community organizations, and the communities the program serves.
9. Knowledge of freshman, transfer and commuter student transition issues.
10. Ability to establish and maintain professional, cooperative working relationships with faculty, administrators, staff, community members and student organizations.
11. Ability to manage databases, update web pages, and maintain accurate files.

12. Strong written or oral communication skills including phone skills and public speaking skills.
13. Statistical knowledge and experience is desirable
14. Prior assessment and/or research is desirable

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. Design, implement, analyze, and report the results of assessment and research projects.
2. Conduct and organize literature reviews and searches.
3. Explain the basic principles of research design, methodology, and statistics.
4. Determine and implement appropriate descriptive and inferential statistics.
5. Evaluate the methods, results, interpretation, and intentions that drive research.
6. Design surveys and other measurement instruments to quantify operationalized concepts.
7. Access, develop, maintain, and analyze institutional databases.
8. Differentiate between quantitative and qualitative research approaches.
9. Explain and understand the legal and ethical guidelines governing the process of research.