**San Diego State University**

**STUDENT LIFE & LEADERSHIP**

**Student Affairs Assistant**

**Position Description**

I. **POSITION INFORMATION**

JOB TITLE Student Affairs Assistant

Sophomore Surge/Commuter Life

DEPARTMENT Student Life & Leadership

BEGINNING SALARY $15.00/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, Student Disability Services, Residential Education, International Student Center, Student Life & 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.

**IIV. 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 Sophomore Surge Mentoring Program and other 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 and weekend programs and hours.

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

**SOPHMORE SURGE MENTORING PROGRAM** 100%

1. Serve as a main point of contact and resource for participants in the Sophomore Surge Mentoring Program.
2. Serve as a role model and resource for Sophomore Surge Mentoring Program participants and mentors.
3. Project a caring, concerned, and approachable demeanor in order to facilitate communication and establish positive relationships with program participants, mentors, and SDSU faculty/staff.
4. Communicate with Sophomore Surge Mentoring Program participants via phone, email, and Facebook regarding their transition and upcoming sessions.
5. Train, manage and lead the mentors (interview, hiring paperwork, prepare for the bi-weekly sessions, prepare materials, assist with training and mentoring, provide academic resources, track hours, coordinate timesheets and payroll on a monthly basis).
6. Assist in the day-to-day supervision of student assistants for the Sophomore Surge Mentoring program.
7. Help plan, promote, attend, and support educational and social activities and programs.
8. Monitor academic progress of program participants.
9. Promote and assist with SDSU campus traditions (such as Aztec Nights, Student Involvement Expos, Homecoming, Welcome Week, Explore SDSU Day, etc.) programs, and resources.
10. Attend all sessions, 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 Conrad Prebys Aztec Student Union.
13. Assist in the preparation of assessment, reports and surveys.
14. Participate in Student Life & Leadership training and development sessions.
15. Assist with content, redesign and enhancement of all social media and office publications (promotional materials, events, handbook, websites, etc.)
16. Assist in the development and measurement of learning outcomes.
17. Perform research and create related resources for use in student development training, leadership development and workshops.
18. Effectively communicate and respond to routine inquiries; explain standard policies and procedures to both individual students and groups.
19. Assist in greeting visitors to the Student Life & Leadership Office and answering phones while staffing the front desk.
20. Attend all Student Affairs Assistant meetings and training.
21. Serve on Student Life & Leadership committees as assigned.
22. Attend approved workshops and conferences as available; seek pre-professional development opportunities in student affairs-related areas.
23. Other duties as assigned.
24. **REQUIREMENTS**
25. Must have a 3.00 cumulative G.P.A. for graduate courses during employment.
26. Must be enrolled in at least 6 units in a student personnel or related program at San Diego State University during the academic year.
27. Must be available to work an average of 16-20 hours per week during the academic year. Evening and weekend hours will be required.

**VII. KNOWLEDGE AND SKILLS NEEDED**

1. Ability to research and comprehend the changing needs of sophomore college students, and address those transition needs.
2. Ability to work in a team environment and independently.
3. Ability to provide leadership and coordinate/supervise the activities of others.
4. Strong organizational and programming skills, with attention to details.
5. Ability to reason logically, draw valid conclusions and make appropriate recommendations.
6. Sensitivity to cultural, economic, and educational differences. Skilled in working with a diverse student body.
7. Ability to establish and maintain cooperative working relationships with faculty, administrators, staff, community organizations, and the communities the program serves.
8. Ability to plan and conduct effective meetings.
9. Knowledge of freshman, transfer and commuter 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. 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.