



University of San Diego

POSITION DESCRIPTION

TITLE: Graduate Assistant

DEPARTMENT: SLIC, Associated Students

DIVISION: Student Affairs

SUPERVISOR: Joshua Coyne

ADMINISTRATIVE (exempt)____ **STAFF** (non-exempt) X

APPROVAL DATE: January 31, 2016

GENERAL PURPOSE

The Graduate Assistant (GA) shares responsibility for the advising and personal development of individuals assigned to them on Associated Students (AS). The GA will meet with and advise individual student leaders, attend weekly leadership and committee meetings, and evaluate and assess student learning and programs. The GA will coordinate initiatives related to Senate, Associated Students training, and civic engagement. The GA will have general student activities projects and will report to the Assistant Director of Associated Students. Duties are flexible according to the experience, skills, interest, and academic schedule of the GA.

SUPERVISION RECEIVED

General guidance, direction and theoretical connection provided by the Assistant Director of Associated Students.

EXAMPLES OF WORK

The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

1. Advising (45%)

- Advise the Student Life Committee chair, the Traffic Court chair, and members of the Communications Board; support their personal, academic, and professional growth.
- Advise AS student led committees, attend related bi-weekly meetings.
- Support student leaders in program development and coordination of Associated Students events and initiatives.

2. Research/Assessment (20%)

- Review best practices and stay current with higher education literature.
- Assist in implementing assessment tools and generating reports for Student Leadership, Involvement and Changemaking area (SLIC) and AS events.
- Assist in coordinating evaluation process for SLIC and AS events and programs.
- Train SLIC staff on the use of Salesforce system.
- An “action research” approach should be utilized when feasible.
- Assist the Assistant Director for Associated Students in collecting information and assembling the AS annual report
- Work on additional assessment and research projects as needed.

3. AS Elections and Recruitment (20%)

- Advise AS Director of Recruitment and attend weekly Communications Board Meetings.
- With the AS Director of Recruitment, oversee all aspects related to recruitment, application, and the election process.
- Support the AS Director of Recruitment during the elections process.
 - Some areas of support include (but are not limited to), marketing, room reservations, collaboration between different centers and student organizations (SVA, UFMC, Pride, BSU, etc), and coordinating the presidential debate
- Serve as a liaison between IT and AS during Elections

4. Program Coordination and Management (10%)

- Serve on various university committees as a representative from the SLIC as needed.
- Assist in the development and overall coordination of Associated Students training and civic engagement programs. Specific program coordination responsibility includes:
 - Senate Advising Coordination and Training
 - Voter Education and Registration
 - School Spirit Initiatives
- Assist in leading weekly AS Advisors and AS Lead Advisors meetings.

5. Training (5%)

- Participate in Graduate Assistant Training.
- Opportunities to attend division-wide professional development workshops.
- Opportunity to attend all staff area (Student Life) meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples of Work numbers 1 through 5.

MINIMUM QUALIFICATIONS

1. Enrolled in a graduate program at USD.
2. Experience in programming and student activities. Experience working with Student Government is preferred.
3. Interest in working with student leaders.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES

1. Possess strong interpersonal skills: ability to work with students, peers, administrators, faculty and staff employees.
2. Possess strong facilitation and training skills: ability to lead dialogues and facilitate trainings.
3. Possess strong organizational skills and be able to multi-task in a fast-paced environment.
4. Ability to become familiar with University policies and procedures.
5. Continued effort to connect practice and developmental theory.
6. Work to advance the University's goal of creating a welcoming and inclusive environment.
7. Moderate skills in the use of the tools and equipment listed below.
8. Commit to challenge oneself in the area of social justice.

CERTIFICATES, LICENSES, REGISTRATIONS

None

SPECIAL CONDITIONS OF EMPLOYMENT

No vacation may be taken from August through mid - September due to new student orientation preparations/implementation. Must be available to work some evenings and weekends.

Vacation/flexible scheduling must be decided in consultation with supervisor;

TOOLS AND EQUIPMENT USED

Computer (Macintosh and PC environments), various software applications (Microsoft Office, InDesign, PhotoShop, Contribute, etc.), copier, fax machine, telephone.

PHYSICAL REQUIREMENTS

The employee will frequently sit; talk; hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms. The employee will occasionally walk and must occasionally lift and/or move objects up to 25 pounds. The employee must be able to see closely and be able to adjust focus for use of computer and distance visibility.

WORK ENVIRONMENT

The noise level in the office is moderate; the facility is air-conditioned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Employee's Signature

Date

Supervisor's Signature

Date