**Position Title: Study Hall Assistant**

**Position Responsibilities**

* Greet and welcome Scholar-Athletes as they arrive to Study Hall
* Monitor Scholar-Athlete activities including independent study, computer lab usage, and tutoring to ensure an academic and focused environment
* Enforce and maintain strict adherence to academic and study environment
* Adheres to NCAA and USD policies and procedures
* Troubleshoot and problem solve when challenges arise
* Ensure office supplies are well-stocked and take inventory as needed
* General administrative work such as filing
* Other projects and duties as assigned

**Qualifications**

* Experience supervising undergraduate students, preferably in an academic environment
* Demonstrated commitment to academic integrity
* Ability to enforce rules and adherence to quiet, mature study environment
* Comfortable with confrontation
* Ability to work evenings and weekends
* Ability to communicate effectively
* Independent worker

**Preferred Qualifications**

* Graduate Student highly preferred
* Knowledge and understanding of diverse, student-athlete populations
* Prior experience working with and supervising Scholar-Athletes, Study Hall, Tutoring, or transferrable experience
* Prior experience in a leadership position

**Term of Employment:** November 1, 2019-June 1, 2020 (this position will not work between the weeks of December 23rd-February 3rd)

**Application Materials:** Completed Study Hall Assistant Application, Cover Letter, Resume, and a copy of class schedule

**To submit application or for more information, contact:** Pilar Malim

Assistant Director of Academic Services

619-260-5931 or [pmalim@sandiego.edu](mailto:pmalim@sandiego.edu)

**First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**USD ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Date of Graduation: \_\_\_\_\_\_\_\_\_**

*I verify that all of the information contained in this application is true, and I authorize USD Department of Athletics to solicit and verify any pertinent information regarding my candidacy, including verifying grades and enrollment information.*

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Signature Date

**Materials that must be submitted with this application are outlined in the position description and include:**

* Cover Letter
* Resume
* Class Schedule