



University of San Diego
POSITION DESCRIPTION

NAME: Community Service-Learning Leadership Development Advisor

TITLE: Graduate Assistant

DEPARTMENT: CSL-CASA **DIVISION:** Student Affairs

SUPERVISOR: Christopher Nayve

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

APPROVAL DATE: _____

GENERAL PURPOSE

The person in this position will assist the Associate Director for the Center for Community Service-Learning by advising Literacy project coordination and student leadership development to undergraduate students who coordinate community service-learning programs and projects.

SUPERVISION RECEIVED

General guidance, direction and theoretical connection provided by the associate director for community service learning.

SUPERVISION EXERCISED

Under the supervision from the associate director for community service learning, the graduate assistant will directly advise and supervise work-study students assigned to the office.

EXAMPLES OF WORK (include percentage of time for each example; no less than 10% each)

The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job, and will be completed in collaboration with CSL staff.

1. Program Coordination and Management

- Collaborate in working with agency and school staff in program development and implementation.
- Maintain communication and program linkage with the Assoc Director, other Community Service-Learning staff, student coordinators, and volunteers.

2. Direct Advising of Students

- Lead reflection, coordinate training, and overall volunteer management
3. Training/teaching Experience in Student Affairs
 - Assist the instructor with planning and implementation of "Leadership through Service-Learning" seminar which include topics of leadership, service-learning, facilitation, peer advising, reflection, etc.
 4. University Committee Service
 - In the beginning of the fall semester identify appropriate USD committee to work with
 5. Research and Assessment
 - Collect and disseminate student leader and volunteer reflections
 - Administer *Youth to College* surveys
 6. Participate in Training
 - Will fully participate in the fall Graduate Assistant training held in mid-August.
 - Will fully participate in the on-going monthly training sessions for (trial) Graduate Assistants.
 - Participate in at least one triad meeting with the student and faculty advisor per semester.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples of Work numbers 1 through 6.

MINIMUM QUALIFICATIONS

1. Enrolled in the Higher Education Leadership MA program
2. Commitment to exploring social issues, diversity, and advocacy preferred.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES

1. Possess strong interpersonal skills: ability to work with students, peers, administrators, faculty and staff employees.
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.

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.

TOOLS AND EQUIPMENT USED

Personal computer (preferably both 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