



University of San Diego

POSITION DESCRIPTION

Revised March 2007

NAME:

TITLE: Graduate Assistant

DEPARTMENT: Greek Life **DIVISION:** Student Affairs

SUPERVISOR: Mandy Womack

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

APPROVAL DATE: _____

GENERAL PURPOSE

Responsible for the advising and personal development of individual student leaders assigned to them. Meets with individual student officers, assist them in developing committees, meet with the and assists with the coordination and assessment of all Greek Life events.

SUPERVISION RECEIVED

General guidance, direction and theoretical connection provided by the Director of Student Organizations & Greek Life,

- Meet weekly with Director for a half-hour of supervision related to advising students and programs.
- Ongoing supervision, as needed.
- Meet weekly with the Student Organizations & Greek Life staff.
- Meet monthly with the staff housed in the Leadership & Involvement Center.

SUPERVISION EXERCISED

- Supervise individual officers of the Interfraternity and Panhellenic Councils.
- Recruit and supervise the Sorority Recruitment Counselor team.

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

1. Program Coordination and Management (20%)

- Oversee coordination of Greek Life programs by student leaders. Examples include: New Member Education Series & Induction, Fraternity & Sorority Recruitment, Sorority Recruitment Counselors, and Greek Leadership Retreat.
 - Will establish contacts within the USD community and the surround San Diego community in order to facilitate better working relations and resources for their students.
 - Will attend all functions planned by his/her advisees as a supervisor for the event and will assist in the adherence of University policies.
 - Will attend all committee meetings and work with the committees to develop and train new leaders.
2. Direct Advising of Students (40%)
- Will serve as the primary advisor to officers and committees within Greek Life, as determined by the Director of Student Organizations & Greek Life.
 - Will meet with student leaders to establish goals and priorities for their areas for the year and will meet with the students to evaluate their progress regularly.
3. Training/teaching Experience in Student Affairs (10%)
- Attend and present, as needed, at student leadership retreats, including Greek Leadership Retreat and Sorority Recruitment Counselor Retreat.
 - Assist in the coordination of student leader workshops. Examples of topics: Risk Management and Parliamentary Procedure.
4. University Committee Service (10%)
- Serve on the Committee for Health and Wellness Initiatives (CoHWI) and related task forces.
 - Serve on the Weekend Programming Committee.
5. Research and Assessment (10%)
- Assist in the development of learning outcomes for all Greek life related programs.
 - Coordinate the distribution of program assessments.
 - Conduct evaluation of assessment data to ascertain whether or not learning outcomes are met.
 - Compile statistics and summary reports, as needed.
 - Regularly research “best practices” on topics relating to fraternity & sorority life and student involvement.
6. Participate in Training (10%)
- 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 Leadership, Higher Education specialization MA program
2. Preferred experience as an undergraduate member of a fraternity or sorority.

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

Must be available to work some evenings and weekends. Additional hours required during the month of January due to sorority recruitment preparations/implementation.

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