



University of San Diego
POSITION DESCRIPTION

NAME: Position Currently Filled

TITLE: Graduate Assistant

DEPARTMENT: Student Learning Initiatives **DIVISION:** Student Affairs

SUPERVISOR: Merrick Marino, Assistant Dean of Students

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

APPROVAL DATE: _____

GENERAL PURPOSE

Coordinates ongoing programs and assists with developing new initiatives to promote student success and retention, primarily for first-year students, including FRESH @USD program, FYE Online Resources, and Peer Advising program. Graduate Assistant also conducts individual academic assistance planning meetings with students on academic probation.

SUPERVISION RECEIVED

General guidance, direction and theoretical connection provided by the Assistant Dean of Students

- Meet weekly with Assistant Dean for a half-hour of supervision related to advising students
- Ongoing supervision as needed

SUPERVISION EXERCISED

- Assist with onsite supervision of peer advisors
- Assist with daily supervision of student workers

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.

1. Program Coordination and Management (40%)
 - Coordinate logistics for series of educational workshop sessions conducted in the fall semester, currently known as FYE Workshops

- Coordinate logistics for Academic Assistance Planning and Peer Advising Programs
2. Direct Advising of Students (20%)
 - Individual Academic Assistance Planning advisement of first and second-year students
 - Available to answer questions and consult with peer advisors daily as needed
 3. Training/Teaching Experience in Student Affairs (10%)
 - Assist in facilitation of trainings for incoming peer advisors
 - Present sessions for FYE Workshops or Peer Counseling course as needed
 4. University Committee Service (10%)
 - Serve on FYE Workshops and Online Resources Advisory Council
 5. Research and Assessment (10%)
 - Coordinate and sometimes assist in distribution, collection, and return of various assessment instruments throughout the year
 - Conduct individual research each semester related to work of office, including but not limited to retention, academic success, etc.
 6. Participate in Training (10%)
 - Participate in all training offered to Graduate Assistants
 - Pursue training in necessary areas, including software training, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Program Coordination and Management
 - a. Coordinate education workshops
 - i. Includes scheduling rooms, ordering food, preparing materials for session coordinators, and preparing and distributing publicity and correspondence (e.g. presenter confirmations, presenter thank you letters, attendance tracking reports, etc.)
 - b. Coordinate Academic Assistance Planning and Peer Advising Programs
 - i. Includes peer and professional advisor schedules, appointment book, database tracking, correspondence, advisor evaluations, and attendance reports.
2. Direct Advising of Students
 - a. Assigned 4-8 clients each semester; provide academic assistance planning, resources, and referrals as needed
 - b. Maintain case files and produce case notes
3. Training/Teaching Experience in Student Affairs
 - a. Present study skills and strategies to students in fall peer counseling class and to general student population as requested
 - b. Participate in preparing and assisting in facilitation of training in fall for new peer advisors
 - c. Contribute as session coordinator and/or session presenter for some sessions as determined by FYE Workshops Advisory Council

- d. Attend large group supervision for peer advisors and serve as liaison between OSLI and Counseling Center
- e. Train incoming Graduate Assistant on administrative tasks and other necessary skills
- 4. University Committee Service
 - a. Serve on FYE Workshops and Online Resources Advisory Council
 - i. Participate as a contributing member on the council as well as assist in meeting preparation and produce minutes to council after each meeting
- 5. Research and Assessment
 - a. Coordinate distribution, collection, and return of various assessment instruments and other surveys generated in office, including and not limited to CIRP, YFCY, NSSE and self-assessments
 - b. Maintain surveymonkey.com survey account, including creation and management of surveys and evaluations
 - c. Develop and pursue individual research interests as related to work in this position, with at least one active project each semester
- 6. Participate in Training
 - a. Participate in the fall Graduate Assistant training held in mid-August.
 - b. Participate in the on-going monthly training sessions for (trial) Graduate Assistants.
 - c. Participate in training conducted by outgoing Graduate Assistant related to position tasks and responsibilities
 - d. Attend workshops, lectures, and other university-sponsored activities as interested
 - e. Seek out necessary training to fulfill job responsibilities, which might include computer training, DARS tutorials, etc.

MINIMUM QUALIFICATIONS

1. Enrolled in Leadership, Higher Education specialization MA program
2. Preferred experience in either counseling or advising students individually

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES

1. Possess strong interpersonal skills: ability to work with students, peers, administrators, faculty and staff employees.
2. Must be self-directed and possess strong organizational skills and be able to multi-task in a fast-paced environment.
3. Ability to become familiar with University policies, procedures and resources available to students.
4. Continued effort to connect practice and developmental theory, including an increasing awareness of transitional issues facing first and second-year college students.
5. Obtain and develop knowledge of advanced study strategies and skills recommended for use at the college level.
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, FileMaker Pro, 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