



University of San Diego
POSITION DESCRIPTION

NAME:

TITLE: Graduate Assistant

DEPARTMENT: Student Activities

DIVISION: Student Affairs

SUPERVISOR: Jason Schreiber

ADMINISTRATIVE (exempt)_____

STAFF (non-exempt)X

APPROVAL DATE: _____

GENERAL PURPOSE

The Graduate Assistant shares responsibility for the advising and personal development of individuals assigned to them on the Associated Students and Boards. The assistant will meet with individual student directors, assist them in developing committees, meet with the committees and assist with the coordination, advise and attend all events planned by the directors. The Graduate Assistant will have general student activities projects and assist with Weekend Programming. The Graduate Assistant will report to the Director of Student Activities. Duties are flexible according to the experience, skills, interest, and academic schedule of the Graduate Assistant.

SUPERVISION RECEIVED

General guidance, direction and theoretical connection provided by the Director of Student Activities

SUPERVISION EXERCISED

One on one weekly meetings, presence at all Associated Students meetings, attends weekly staff meetings, and professional development discussions.

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

1. Program Coordination and Management

- Major responsibilities of managing all details of the Saturday Night Live Concert Series:
 - Contacting performers

- Creating Marketing
 - Working with Dining Services
 - Working with students to select artists
 - Making local arrangements for each artist
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 - Assessment/Evaluation
 - Conduct Assessment for Associated Students and SLIC
 - Compile and make recommendations from evaluation information
 - Create end of the semester/year reports
 - Conduct Focus Groups as necessary
2. Direct Advising of Students
 - GA will directly advise 6-10 student positions through Associated Students
 - Student is one of the contact people for Associated Students who may have questions or concerns
 - Facilitates small groups in the absence of an Emerging Leader Facilitator
 3. Training Experience in Student Affairs
 - Will present through the Leadership Workshop Series
 - Will facilitate discussions
 - Participate in Professional Development Discussions
 4. University Committee Service
 - Currently serves on the Weekend Programming Committee
 - Attends committee meetings such as AS Programming Board, AS Multicultural Relations Board, As Marketing Board.
 5. Research and Assessment
 - See Project area 1
 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.
 - Professional Development discussions within the SLIC
 - Participate in August SLIC Training

ESSENTIAL DUTIES AND RESPONSIBILITIES

Examples of Work numbers 1 through 6.

MINIMUM QUALIFICATIONS

1. Enrolled in the Higher Education Leadership MA program
2. Previous experience with leadership programs

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. Strong computer skills and knowledge.
6. Ability to facilitate a small group.
7. Work to advance the University’s goal of creating a welcoming and inclusive environment.
8. 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 course material preparation.

TOOLS AND EQUIPMENT USED

Personal computer (preferably both Macintosh and PC environments), various software applications (Microsoft Office: Microsoft Word, Excel, and PowerPoint), internet, 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

