



# University of San Diego

## POSITION DESCRIPTION

Revised March 2007

**NAME:**

**TITLE:** Graduate Assistant

**DEPARTMENT:** Student Organizations

**DIVISION:** Student Affairs

**SUPERVISOR:** Mandy Womack

**ADMINISTRATIVE** (exempt)\_\_\_\_\_

**STAFF** (non-exempt)X

**APPROVAL DATE:** \_\_\_\_\_

### GENERAL PURPOSE

Responsible for developing programs and serving as a resource to the undergraduate student organizations. Shared responsibility for the advising and personal development of individuals assigned to them on the Associated Students Leadership Team. Meets with individual students, assist them in developing committees, advise and attend all events planned by those students and develop appropriate publications. Also works with special Greek-related programming and organizations as assigned.

### 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 Associated Students.
- Supervise individual officers of the Greek Life program.

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

1. Program Coordination and Management (40%)

- Will coordinate the Student Organization registration process.
  - Will assist the Director of Student Organizations & Greek Life in developing resources and leadership training for student organizations.
  - Will design publications advertising student organizations, leadership development opportunities and resources offered by the Student Leadership & Involvement Center.
  - Will meet regularly with the Director of Student Organizations & Greek Life to establish direction, to communicate about the work of the committees and the individual development of the students he/she is advising, and to report on the progress of training opportunities..
  - 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 (InterClub Council, Associated Students, etc.) meetings and work with the committees to develop and train new leaders.
2. Direct Advising of Students (20%)
- Will serve as an advisor to the AS Vice President of Student Organizations and InterClub Council.
  - Will assist with the advising of the InterClub Council Budget Committee and its related programs.
  - Will meet regularly with student organizations leadership, as needed.
  - Will assist with advising other Greek related committees/officers as needed.
  - 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%)
- Assist the Director of the Student Organizations & Greek Life Center in development and training of faculty/staff advisors to student organizations.
  - Assist committees and organizations in the development and training of new leaders.
  - Will utilize faculty, staff, students, alumni and community members as resources for all training activities.
  - 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 department-wide Student Organization related programs and services.
  - 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 and resources relating to student organizations 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 in Student Activities, Student Government or Student Organizations.

## **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