



University of San Diego
POSITION DESCRIPTION

NAME: Position Currently Filled

TITLE: Graduate Assistant

DEPARTMENT: Torero Days

DIVISION: Student Affairs

SUPERVISOR: Marie Minnick

ADMINISTRATIVE (exempt)_____

STAFF (non-exempt)X

APPROVAL DATE: _____

GENERAL PURPOSE

The Graduate Assistant for Orientation serves as a member of the Torero Days Board. They have several responsibilities that include serving as an advisor, planning programs, calculating statistics on various surveys regarding student activities and new Torero Days, maintaining files and coordinating Torero Squad selection data. The Orientation Graduate Assistant will also take part in the planning and implementing of Spring Orientation. The USD Orientation program is a comprehensive program committed to overall development of new freshmen and transfer students.

SUPERVISION RECEIVED

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

1. Meet weekly with the Assistant Dean for a half-hour to review the progress of the Torero Days program and advising
2. Ongoing supervision as need

SUPERVISION EXERCISED

1. Assist with supervision of Torero Days Board members.
2. Recruit and supervise the Spring Orientation team

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

1. Program Coordination and Management (30%)

- a. Assist the Assistant Dean of Students and the student chair with the process of planning the weeklong Torero Days program. This includes informational sessions, Torero Days Board meetings, programming, and correspondence.
 - b. Plan, implement, and evaluate Spring Orientation.
 - c. Coordinate Fall and Spring trainings.
2. Direct Advising of Students (25%)
 - a. Recruit a student team for Spring Orientation and serve as advisor for planning and implementing the four-day program.
 - b. Supervise boards of up to fifteen undergraduate students in the Fall Torero Days program and Spring Orientation.
 - c. Individually advise members of the Torero Board and Spring Orientation team in regards to event planning and group processes.
3. Training/teaching Experience in Student Affairs (15%)
 - a. Attend Torero Days Board retreat in February.
 - b. Attend weekly Torero Days board meetings in the spring
 - c. Assist in the coordination of the Torero Days trainings in the spring and in August
 - a. Coordinate meetings and training for the Spring Orientation team
4. University Committee Service (10%)
 - a. Serve as a member on various committee meetings (as assigned).
5. Research and Assessment (10%)
 - a. Formulate statistics and prepare a summary of the Student Activity Interest survey.
 - b. Develop and distribute Torero Days evaluation and prepare results summary, which includes any of the following: evaluations from Torero Days Board members, evaluations from Torero Squad members, new student evaluations, and focus group notes.
6. Participate in Training (10%)
 - a. Will fully participate in the fall Graduate Assistant training held in mid-August.
 - b. Will fully participate in the on-going monthly training sessions for (trial) Graduate Assistants.
 - c. Participate in at least one triad meeting with the student and faculty advisor per semester.
 - d. Encouraged to gain training outside of the scope mentioned above (i.e. joining professional organizations, attending national conferences, and participating in workshops on- or off-campus, etc.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Program Coordination and Management
 - a. Assist in the planning and implementation of the Torero Days program, which includes but is not limited to:
 - i. Scheduling rooms;

- ii. Contacting Banquets and Catering, Dining Services, Parking Services, and other areas on campus in preparation for Torero Days;
 - iii. Contacting speakers for Spring Training and Torero Days diversity program
 - b. Plan and implement Spring Orientation programs with a student team, which includes but is not limited to:
 - i. Scheduling rooms;
 - ii. Contacting Banquets and Catering, Dining Services, Parking Services, Student Affairs, and other areas on campus in preparation for Spring Orientation events;
 - iii. Contacting speakers for various programs, including Spring diversity program;
 - c. Coordinating mailings with the Office of Admission and the Office of Student Affairs
- 2. Direct Advising of Students
 - a. Assist in the selection of the Torero Days Board members and advise with the Assistant Dean of Students as needed
 - b. Recruit a student team for Spring Orientation and serve as advisor for planning and implementing the four-day program.
- 3. Training/teaching Experience in Student Affairs
 - a. Attend Torero Days Board retreat in February.
 - b. Attend weekly Torero Days board meetings in the spring
 - c. Assist in the coordination of the Torero Days trainings in the spring and in August
 - d. Coordinate and conduct meetings and training for the Spring Orientation team
- 4. University Committee Service
 - a. Serve as a member on various committee meetings (as assigned).
- 5. Research and Assessment
 - a. Formulate statistics and prepare a summary of the Student Activity Interest survey for publication in Faculty News Notes.
 - b. Develop and distribute Torero Days evaluation, prepare results summary, and distribute to members of the First-Year Experience committee and incoming Torero Days Board.
- 6. Participate in Training
 - a. Will fully participate in the fall Graduate Assistant training held in mid-August.
 - b. Will fully participate in the on-going monthly training sessions for (trial) Graduate Assistants.
 - c. Participate in at least one triad meeting with the student and faculty advisor per semester.

MINIMUM QUALIFICATIONS

- 1. Enrolled in the Higher Education Leadership MA program
- 2. Preferred experience in student involvement as an undergraduate, particularly in peer advising or orientation programs.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES

1. Possess strong interpersonal skills: ability to work with students, peers, administrators, faculty and staff employees.
2. Work to advance the University's goal of creating a welcoming and inclusive environment.
3. Must be self-directed and 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. 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