



## **Student Affairs Graduate Assistant Positions**



University  
of San Diego

### SCHOOL OF LEADERSHIP AND EDUCATION SCIENCES

#### **Graduate/Law Student Life**

- Implement the fall Graduate and Law Student Life Orientation
- Work with the Director to advise members of the Graduate Student Council in meeting their annual goals
- Work to create a welcoming and active Graduate and Law Student Life Center in the student pavilion

#### **Community Service-Learning (CSL) / Center for Awareness, Service, and Action (CASA)**

- Assist the associate director for the Center for Community Service-Learning and advise the students that oversee community-based projects
- Facilitate a one-unit leadership course and assist with a leadership-through-service program

#### **Diversity and Inclusion Programming**

- Assist in the activities and coordination of ongoing diversity and inclusion initiatives on campus — this will include providing significant support in coordinating, advising and developing the United Front Leadership Council, Rainbow Educators Program (REP) and Hate Crimes Initiatives (HCI)
- Provide ongoing support and development for center programming, which will require assistance in budgeting, annual planning, goal setting and student advising
- Serve as a representative for the United Front Multicultural Center (UFMC) in community relations both on and off campus

#### **Greek Life**

- Advise and facilitate the personal development of assigned individual student leaders
- Meet with individual student officers, assist with committee development, and coordinate and assess all-Greek events

#### **Leadership Programs**

- Coordinate the Emerging Leaders Program, a two-credit leadership program for freshmen
- Supervise and advise undergraduate facilitators for the program and serve as a facilitator for a group of 10–12 freshmen
- Assist with curriculum and program development, and assessment
- Assist with other undergraduate leadership initiatives across campus

## Student Activities

- Advise and facilitate the personal development of assigned associated students and board members
- Meet with individual student directors, assist with committee development, meet with committees, and advise and attend all events planned by the directors
- Complete general student activities projects and assist with weekend programming

## Student Learning Initiatives

- Coordinate ongoing programs and assist with developing new initiatives to promote student success and retention, primarily for first-year students, including FRESH@USD program, online resources and peer advising program
- Conduct individual academic assistance planning meetings with students on academic probation

## Student Organizations

- Develop programs and serve as a resource to undergraduate student organizations
- Advise and facilitate the personal development of assigned individuals on the Associated Students Leadership Team
- Meet with individual students, assist with committee development, advise and attend all events planned by those students and develop appropriate publications
- Work with special Greek-related programming and organizations as assigned

## Torero Days

- Work directly with students as a member of the Torero Days Board
- Serve as an advisor, plan programs, compile surveys regarding student activities and Torero Days, maintain files and coordinate Torero Squad selection data
- Plan and implement Spring Orientation

## Women's Center

- Assist in development and coordination of general center programs addressing gender-related issues (i.e., sexual assault, body image, women's history, sexuality, and leadership development)
- Develop and coordinate service-learning opportunities for students to explore gender through a social justice lens
- Advise student staff on implementation of volunteer initiatives within the center

## Compensation

- An hourly wage of \$10.40 for 20 hours a week for up to 48 weeks
- Up to \$5,000 per semester tuition scholarship
- One year appointment with the possibility of re-appointment for one additional year.

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## Contact Information

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### For more information

[www.sandiego.edu/administration/studentaffairs/](http://www.sandiego.edu/administration/studentaffairs/)

