POSITION DESCRIPTION

TITLE: Graduate Assistant of Student Organizations and Involvement

DEPARTMENT: Student Leadership and Engagement DIVISION: Student Affairs

SUPERVISOR: Manda Sayegh

ADMINISTRATIVE (exempt)_______ STAFF (non-exempt)X__

APPROVAL DATE: ______________

GENERAL PURPOSE
The Graduate Assistant (GA) will supervise the SLIC Involvement Consultants in conjunction with the Assistant Director of Student Organizations and Involvement. The GA will also share responsibility for the advising and personal development of the Associated Students Student Organizations Committee. The GA will meet with and advise individual student leaders, attend weekly leadership and committee meetings, and assess student learning. The GA will manage initiatives related to involvement including but not limited to coordinating one involvement fair each academic semester. The GA will have general student life and leadership projects and will report to the Assistant Director of Student Organizations and Involvement. The GA Duties are flexible according to the experience, skills, interest, and academic schedule of the GA.

SUPERVISION RECEIVED
General guidance, direction and theoretical connection provided by the Assistant Director of Student Organization and Involvement.

EXAMPLES OF WORK (include percentage of time for each example)
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. Supervision of SLIC Involvement Consultants (30%)
   - Meet regularly with the Senior Involvement Consultant (IC) to discuss workflow and IC initiative progress.
   - Provide assignments and feedback to all Involvement Consultants.
- Design and implement IC initiatives, staff trainings and monthly meetings.
- Work in collaboration with ICs to coordinate the student organization workshop series.

2. Program Development and Coordination (25%)
   - Assist in the development and overall coordination of involvement programming.
   - Specific program coordination responsibility includes:
     - Alcalá Bazaar, Involvement Fair
     - Involvement Survey Outreach
     - Student Organization Conference
     - Student Organization Awards Ceremony
     - Student Organization Mixers

3. Direct Advising of Associated Students and Fraternity and Sorority Life (25%)
   - Advise student leaders, supporting their personal and professional growth.
   - Support student leaders in program development and coordination with Associated Students events and initiatives.
   - Assist in advising student leaders in one or more fraternity/sorority chapters.
   - Assist in design and facilitation of trainings and development.

4. Training Experience in Student Affairs (10%)
   - Assist with trainings and retreats as necessary.
   - Advise group meetings and trainings as needed.
   - Participate in Graduate Assistant Training.
   - Opportunities to attend division-wide professional development workshops.
   - Opportunity to attend all staff area (Student Life) meetings.

5. University Committee Service (5%)
   - Serve on various university committees as a representative from the SLIC as needed.
   - Advise Associated Students Committees as needed (Student Organization Committee).

6. Research and Assessment (5%)
   - Review best practices and stay current with higher education literature.
   - Develop program outcomes for each initiative.
   - Assist in continued assessment of current mission, programs, and services to confirm alignment with CAS Standards, undergraduate learning goals, Mission, and core values.
   - Responsible for development of an evaluation process for SLIC and AS events and programs.
   - An “action research” approach should be utilized when feasible.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Examples of work described within numbers 1 through 6.

MINIMUM QUALIFICATIONS
1. Enrolled in a graduate program at USD.
2. Experience in programming and student activities.
3. Experience with supervision and advising.

**PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES**

1. Possess strong interpersonal skills: ability to work with students, peers, administrators, faculty and staff employees.
2. Possess strong facilitation and training skills: ability to lead dialogues and facilitate trainings.
3. Possess strong organizational skills and the ability 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. Commit to challenge oneself in the area of social justice.

**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. Vacation/flexible scheduling must be decided in consultation with supervisor; any changes to work schedule must have 48 hours advance notice.

**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.

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Employee’s Signature       Date
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