

2020-2021 SCHOLASTIC ASSISTANT (SA) ROLE DESCRIPTION

PURPOSE

The Scholastic Assistant (SA) is an academically successful and well-transitioned student (who entered USD as a first-year) that serves as a mentor for first-year students. The SA is assigned a particular Living Learning Communities (LLCs) course in one of the five themes, and collaborates with the course's Faculty Advisor to foster a positive educational and developmental experience for all first-year students. They mentor the students in this class for both the Fall and Spring of their first-year at USD, helping with both academic and social transitions. Collectively, they assist students in achieving first-year integration (core requirement) and help new students navigate and find their place here at USD.

QUALIFICATIONS AND BENEFITS

Undergraduates who wish to serve in this role must:

- Have entered USD as a first-year student and must have completed one full semester prior to applying
- Be a full-time student in good standing (no academic or university probation)
- Have a minimum 3.0 cumulative USD GPA preferred
- Be nominated by a faculty member and screened by a selection committee consisting of faculty and campus community members

Undergraduates will receive:

- *The role is a year-long, with successful SAs being awarded 2 units in the Fall (LEAD 387P), and receiving 1 unit in the Spring (LEAD 387P). Units are awarded in a letter grade. Sequential enrollment in both these two courses are required in order for the student to fulfill all obligations of the Scholastic Assistant role. The Fall and Spring course requirements are outlined in the course syllabus to be received at the in-person interview.*

This role is designated as a Campus Security Authority (CSA) and must abide by federal regulation as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For more information visit www.sandiego.edu/safety/clery-act-compliance

HIGHLIGHTS OF TIME COMMITMENT AND RESPONSIBILITIES

1. Priority given to this role above any other areas of activity with the exception of academic work and employment.
2. Full attend and participate in all training workshops organized by the Scholastic and Residential Council (SARC) and the Learning Communities program, including but not limited to the Spring 2020 Student Leader Welcome Lunch (April 14, 2020), 2020 Student Leader Training (May 1, 2020), Fall 2020 Student Leader Training (August 16 - 27, 2020), Student Development Workshop Series, and Spring 2021 Student Leader Training (Dates TBA). You should have no other commitments or plans during these times.
3. Send welcoming and regular communications to mentees during Summer 2020 prior to Fall Enrollment and engage with incoming students over the summer.
4. Serve as an Orientation Leader for the duration of Orientation Weekend, with no other commitments or plans.
5. Maintain regular communication with LLC Faculty Advisor, fellow SAs, Resident Assistants (RAs), Commuter Assistants (CAs), Community Directors (CDs), and SA Course Co-Instructor throughout the year.
6. Attend a "Welcome Week" event and invite mentees in addition to attending the Alcalá Bazaar with mentees, encouraging mentees to get involved with USD clubs and orgs.
7. Attend and assist LLC Faculty with initial integration activity in Fall semester (i.e. Open Classrooms, Faculty Exchange, etc.)
8. Promote, attend, and assist with all LLC events, support LLC Faculty Advisor by helping to plan and attend course events, and facilitate topical "LLC Hours."
9. Provide general and ongoing availability to your mentees to respond to questions or provide guidance and support (via email, text, in person, etc.); assist and support mentees through the registration process, introduce mentees to campus opportunities throughout the semester, and conduct two 30-minute 1:1s with each of your ~20 mentees in the Fall 2020 semester; two 10-minute 1:1s with each of your ~20 mentees in the Spring 2021 semester.
10. Use TargetX Retention system to support and monitor first-year students (minimum of 3 logs per semester) and debrief monthly with Facilitating Scholastic Assistant (FSA) during small group meetings.
11. Complete all curricular readings and assignments, as required by the LEAD 387P: Student Leadership Practical Experience course syllabus.