



POSITION DESCRIPTION

NAME:**TITLE:** Graduate Assistant, New Student Programs - Student Onboarding**DEPARTMENT:** Student Onboarding, New Student Programs**DIVISION:** Student Affairs**SUPERVISOR:** Assistant Director of Student Onboarding**ADMINISTRATIVE** (exempt)**STAFF** (non-exempt) X**APPROVAL DATE:****GENERAL PURPOSE**

The University of San Diego, a contemporary and engaged Roman Catholic institution, was founded by the Diocese of San Diego and the Society of the Sacred Heart in 1949. Governed by an independent board of trustees since 1972, USD remains committed to a liberal arts education grounded in the Catholic intellectual tradition and the pursuit of goodness, beauty, and truth. Inspired by centuries old tradition of Catholic higher education, the University seeks to welcome people of all faith traditions and any, or no, religious background. The future success of USD relies on the contributions of those who seek to foster the development of engaged global citizens and an earnest confrontation of humanity's urgent challenges.

The Division of Student Affairs seeks an individual with a strong commitment to diversity, equity, inclusion, and antiracism and a strong interest in working at a mission driven, faith-based institution. The role of the Graduate Assistant, New Student Programs - Student Onboarding in supporting students and the USD Community responsibilities of the position are significantly tethered in the university's contemporary Roman Catholic mission and commitment to creating an equitable, welcoming community for all.

The Graduate Assistant (GA) for New Student Programs (NSP) - Student Onboarding (SO) supports the success of all new first year students and transfer students through orientation and Learning Communities (LC) programs. The LC program is USD's new student experience, including the integrative learning core curriculum requirement, residential, and social components. The Graduate Assistant (GA) will support Student Onboarding, in successfully transitioning approximately 1500 new first year and transfer students to USD through pre-orientation and in person orientation activities. This includes providing logistical support and program management and representing the university to new students and their families.

During the academic year, the GA assists in planning and implementing experiential learning LC programs for 3 of the LC themes, and managing the associated administrative tasks. This includes working closely with LC faculty and student leaders. The GA will support the Scholastic Assistant (SA) program by assisting in the recruitment, selection, and development of student leaders as well as serve as a co-instructor for the associated credit bearing course.

An essential responsibility of the GA is to promote a welcoming, inclusive environment and to advance the USD mission and values. The GA will work closely and collaborate with key campus partners including with the entire

Dean of Student (DOS) area and College of Arts and Sciences (CAS) to ensure equitable programming, practices, and procedures.

SUPERVISION RECEIVED

Receives general supervision from the Assistant Director of Student Onboarding. Additionally receives work direction from the entire New Student Programs team, outside of the direct supervision line.

SUPERVISION EXERCISED

None

DUTIES & RESPONSIBILITIES

Percentage of Time

The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

Orientation Programs Implementation

(40% - June, July, August, December, & January)

- Support various aspects of New Student Orientation in the Fall and Spring for new first year and transfer students. Includes logistical support, program design, and population specific-event planning
- Support the management of virtual pre-orientation experiences during the summer which include local Summer Send Offs (SSO) and Torero Circles (Restorative Justice Circles)
- Manage, update, and maintain the Guidebook app for new first year and transfer students. Including making timely updates to the orientation schedule, etc
- Manage Orientation Instagram account and make timely posts about the orientation program
- Lead all ordering and logistics (i.e. inventory and distribution) for all orientation supplies (i.e. lanyards, wristbands, signage, etc.)
- In collaboration with the other GA for NSP, plan, design, and implement all tasks related to coordinating all large scale social events events (i.e Neon Night, Transfer Dinner Social, and Carnival). This includes but is not limited to tasks such as scheduling, communicating with campus partners, catering orders, website edits, building diagrams, vendor coordination, marketing plans, etc.

LC Program Implementation

(40% - September - November & February - May)

- All associated tasks listed below are for the following three LC themes: Advocate, Cultivate, and Innovate
- Coordinate co-curricular experiential learning events including, but not limited to, tasks such as scheduling, communicating with campus partners, catering orders, website edits, and supporting team members
- Lead and coordinate the implementation of the Integration Showcases and other key LC programs and events to achieve the overall goals of the program. Support the LLC Leadership Team and LC Theme Teams in designing and implementing programming to support each theme.
- Under the direction of the Transfer Program Coordinator, support the implementation of LC Hours including Integration Series and Faculty Exchanges. This includes but is not limited to scheduling, communicating with campus partners, catering orders, video editing, and website edits.
- Upload and manage all LC events and programs on Guidebook and Salesforce.
- In collaboration with the other GA for NSP, manage LC social media accounts. Ensure cohesive content from orientation social media accounts.

Student Leader Recruitment and Training

(20%)

- Serve as co-instructor for an undergraduate upper division three-unit, credit bearing course for 7-12 Scholastic Assistants (includes grading assignments, providing feedback on theoretical leadership connections, hosting office hours, and program supply purchasing)
- Under the general direction set by the Student Leader Recruitment & Training (SLR&T) Committee:
 - Support all aspects of the recruitment and selection of student leaders (Scholastic, Resident, Commuter Assistants and OLÉ! Team)
 - Assist the design, coordination, and implementation of the annual and ongoing training for student leaders as well as larger student leader training initiatives
- Provide work direction to student staff members in the New Student Programs office. Includes delegation of tasks related to events, instructions for student staff roles at events, and general day to day office work.

Administrative Responsibilities

(30%)

- Participate in New Student Programs Team meetings and Student Affairs meetings as scheduled
- Engage in regular one-on-one meetings with the Assistant Director of Student Onboarding
- In coordination with the New Student Programs team (Learning Communities & Student Onboarding), the following responsibilities will be planned and executed:
 - Assist in managing updates for the Orientation and Learning Communities websites
 - Assist in Student Onboarding budget management (includes updating budget tracker as needed, identifying discrepancies, etc)
 - Manage inventory of NSP supply closets and maintain a clean and safe working environment
- Supporting the Associate Dean of Assessment & Research in various projects as needed

Professional Development Responsibilities

(10%)

Participate in, and engage in all of the following:

- Fall and Spring Graduate Assistant training held in mid-August and in January
- Campus wide/Student Affairs Trainings such as QPR, Undocually, etc
- Division and university committee work with approval from direct supervisor
- Contribute to or lead additional division/campus projects outside of typical duties to help further accomplish student success or organizational goals. Additional assignments may be seasonal, ad hoc or ongoing, depending on the project
- This role description outlines the general nature and level of work assigned to individuals who function in this role. This description is not exhaustive; other duties and responsibilities may be assigned.

MINIMUM QUALIFICATIONS

1. Enrolled in a graduate program
 - a. Enrollment in the Leadership Studies M.A at USD. program strongly preferred.
2. Hold a driver's license and ability to drive a golf cart, preferred

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES

1. Possess strong interpersonal skills: the ability to work with students, peers, administrators, faculty, and staff employees.
2. Ability to communicate and respond to items (emails, G-chats, etc) within a timely manner
3. Possess strong organizational skills and be able to multitask 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.
8. Willingness to support the Catholic mission and vision of the University
9. Demonstrated practice of centering diversity, equity, inclusion, and antiracism in one's work including an ongoing commitment to personal learning and development in this area
10. Demonstrated commitment to student learning and development in the co-curriculum and experience assessing the impact of programs and related services
11. Understand the importance of protecting confidential and sensitive student data.
12. Willingness to contribute to a team environment and manage ambiguity.

CERTIFICATES, LICENSES, REGISTRATIONS

None

SPECIAL CONDITIONS OF EMPLOYMENT

Due to the heavy workload during the summer, this graduate assistant position has the following special conditions:

- Must be available to begin work at the start of the new fiscal year (within the first week of July)
- May not take a summer internship, such as NODA (Association for Orientation, Transition, and Retention in Higher Education) or ACUHO-I (Association of College and University Housing Officers - International). The summer workload and experience is the equivalent of a NODA internship. If the GA wishes to take on additional work within San Diego County, this may be allowed depending on departmental workload and performance.
- Study abroad classes must be taken outside of late July, August, & early September.
- No extended vacation (1+ weeks) may be taken from late-July through early-September due to orientation preparation.
- Must be available to work some evenings and weekends during peak summer hours.

TOOLS AND EQUIPMENT USED

Office computer, various software applications (Google Office Suite, Qualtrics, Zoom, Canva, Cascade, 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 50 pounds. Preferred that the employee be able to operate golf carts. The employee must be able to see closely and be able to adjust focus for use of computer and distance visibility. If needed, all reasonable accommodations for all physical requirements will be explored.

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