GRADUATE ASSISTANT –STUDENT AFFAIRS/SOLES COLLABORATIVE (SASC) COORDINATOR

In support of the University mission, the SASC coordinator will manage all aspects of the SASC program, including recruitment and selection, budget, trainings, and professional development opportunities. The SASC coordinator will also convene regular meetings of the GA supervisors and set agendas for these meetings. The SASC coordinator will work closely with the SOLES faculty partner on assessing program learning outcomes and co-instructing the first year seminar.

JOB RESPONSIBILITIES
1) Program Administration and Development (40%)
   a) Assist in the development and overall coordination of the general SASC program. Specific program coordination responsibility includes:
      i) Manage budget
      ii) Oversee recruitment, selection, and orientation process
      iii) Prepare and update GA contracts on an annual basis in collaboration with supervisors
      iv) Maintain current information on various websites regarding graduate assistantships
   b) Convene and lead regular supervisor meetings
   c) Ensure GAs are included in SA listserv
   d) Maintain historical program records

2) Teaching and Advising (30%)
   a) Work closely with the SOLES faculty assigned to the program to develop the GA seminar curriculum
   b) Co-instruct the first-year seminar
   c) Lead administrative efforts related to first and second year seminar (set dates, create syllabi, convene regular instructor meetings, etc.)
   d) Meet regularly with each individual GA

3) Training and Professional Development (20%)
   a) Oversee August and January trainings in collaboration with the training committee
   b) Coordinate professional development opportunities
      i) Support GA-initiated professional development sessions
      ii) Regularly share information regarding involvement in professional organizations

4) Assessment/Evaluation of overall program (10%)
   a) Evaluate trainings
   b) Manage the GA performance evaluation process
   c) Conduct exit interviews with graduating GAs
   d) Meet with supervisors individually annually

TIME ALLOCATION ESTIMATES FOR GENERAL WORK COMMITMENTS
1) Program Administration and Development (40%)
2) Teaching and Advising (30%)
3) Training and Professional Development (20%)
4) Assessment/Evaluation of overall program (10%)

QUALIFICATIONS
1) Enrolled in Leadership Studies PhD program at USD
2) Interest and experience working in Student Affairs and/or Higher Education in general
3) Experience advising and/or counseling students preferred
4) Ability to use tools and equipment, including: Personal computer (preferably both Macintosh and PC environments), various software applications (Microsoft Office, InDesign, PhotoShop, Contribute, etc.), copier, fax machine, telephone

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS & ABILITIES
1) Possess strong interpersonal skills and demonstrated maturity: ability to work with students, peers, administrators, faculty and staff employees in an unstructured environment
2) Possess strong facilitation and training skills: ability to lead community dialogues and facilitate trainings
3) 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) Work to advance the University’s goal of creating a welcoming and inclusive environment

SPECIAL CONDITIONS OF EMPLOYMENT
No vacation may be taken from August through mid - September due to GA training and opening of USD. 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.

DATES OF EMPLOYMENT
• 12 month appointment beginning in July 2015
• 20 hours per week

COMPENSATION
• $20,000 salary
• 15 units of tuition scholarship
• Subsidized health insurance

JOB APPLICATION REQUIREMENTS
Submit the following items in ONE document. Please title the document using your last name, first name and position (Example: Doe_Jane_SASC)
- letter of interest
- resume
- contact information for three professional references

TO APPLY
Submit all documents to by Monday, February 9th to leadershipstudies@sandiego.edu.
Selected candidates will be interviewed before or during the Campus Visit for admitted students on February 26th. (Phone interviews will be available as needed).