



CSUDH Office of Student Life

Position Description: Casual Worker Graduate Assistant

Title: Graduate Assistant, Office of Student Life
Department: Office of Student Life
Time base: 20 hours per week
Schedule: Varies, Monday – Friday, 8:00am – 5:00pm, some evenings and weekends
Salary: \$15-\$16.50 per hour

Deadline to Apply: Tuesday, January 9, 5:00pm

The Office of Student Life at CSUDH is responsible for developing and coordinating co-curricular programs which include: Student Organizations, Fraternities and Sororities, Leadership Development Programs, and campus wide programs. The Office of Student Life is led by a fulltime Director / Assistant Dean of Students, 2 Leadership and Student Engagement Coordinators, an Assistant Coordinator, and Student Assistants. The staff works in collaboration with the Loker Student Union staff, the Multicultural Affairs Staff, various campus departments, Associated Students, and the Division of Student Affairs.

EDUCATIONAL OBJECTIVES:

The Graduate Assistant, under direct supervision of the Assistant Dean of Students, will work specifically with the areas of Clubs and Organizations, Greek Life, and Passport to Leadership as well as other program areas as assigned. This appointment is for mid-January through mid-June. The Graduate Assistant may have the opportunity to develop the following skills: supervisory skills, interpersonal skills, communication skills, public speaking skills, time management skills, organizational skills, event planning skills, creative problem solving skills, conflict resolution skills, meeting management skills, and delegation skills.

Due to the multi-faceted programming of Student Life, graduate assistants will be given many experiences in order to create a well-rounded learning environment. Many aspects of Student Life, including club and organization development, campus programming, multiculturalism, civic engagement, service learning, assessment, leadership development and training, and budget management will be incorporated throughout the one-year program.

The graduate assistant will gain experience within Office of Student Life departments and programs in the following areas:

- **Clubs and Organizations**
 - Perform generalist activities related to the management of the 120+ student organization including training and support for organization leaders through individual meetings and workshops.
 - Create and distribute the OSL monthly newsletter.
- **Passport to Leadership**
 - Support and lead efforts with leadership planning of events and workshops related to Passport to Leadership.
 - Develop and maintain relationships with a variety of community partners.
- **Greek Life**
 - Works cooperatively with the Leadership and Student Engagement Coordinator and student leaders within the United Greek Council in the coordination of initiatives, programs, and events for the continual development of a Greek community which encourages interaction among all Greeks and emphasizes the common Greek experience at CSUDH.

- Work with chapters to administer the Standards of Excellence Program including calendar development and event planning.
- **Campus Programs**
 - Assist with promoting and implementing Welcome Week activities and Homecoming initiatives.
 - Assist with the development and logistics of the Lead retreat.
- **The Toro Link Experience**
 - Assist OSL staff and students in marketing and facilitating the online “Toro Link” software solution system to students, faculty, and staff.
 - Create and distribute the OSL monthly newsletter of campus activities and information.

General Duties:

- Support and collaborate with the Division of Student Affairs staff and relevant student organizations in the planning, implementation, and evaluation of a broad variety of leadership-based programs.
- Participate as an active member of the Student Life staff; attend meetings, retreats, trainings, and provide support to major department-wide programs.
- Programming Support: Assist and support the supervisor with program planning and implementation. Attendance at these events may be a part of the job.
- Support and lead leadership planning of events and workshops related to Passport to Leadership.
- Meet regularly with supervisor to provide updates, monitor performance, and seek guidance.
- Research Support: Conduct research on various leadership models and related topics to educate and improve program quality.
- Assessment Data Entry: Create surveys, implement, and process data into usable reports.
- Perform other duties as assigned by direct supervisor.

Knowledge and Skills:

- Ability to develop campus based programs that address leadership development.
- Comfortable working with a wide range of diverse student populations.
- Ability to advocate for students concerns.
- Administrative and technology skills.
- Ability to perform detail-oriented projects.
- Ability to apply student development theories to practice.
- Excellent interpersonal, written and verbal communication skills.
- Ability to maintain professionalism and determine appropriate application of policies or guidelines.

Preferred Qualifications:

- General knowledge of the principles of leadership.
- Ability to use initiative and resourcefulness in planning events and student involvement.
- Ability to advise students individually and in groups on routine matters where required.
- Ability to work in a fast paced environment with interruptions.
- Ability to work independently and at times with minimal supervision.
- Ability to comply with all CSU, Dominguez Hills confidentiality policies.

Note: Exceptions to the stated minimum eligibility qualifications may be granted at the sole discretion of the University.

Submit Resume and Cover Letter to:

Troy R. Bartels

Leadership and Student Engagement Coordinator

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