

**San Diego State University**  
**Career Services**  
**Student Affairs Assistant – Aztec Mentor Program**  
**Position Description**  
**2015 to 2016**

I. POSITION INFORMATION

JOB TITLE	<b>Aztec Mentor Program Student Affairs Assistant</b>
DEPARTMENT	<b>Career Services</b>
SUPERVISOR	<b>Executive Director (and assigned Staff)</b>

**Student Affairs Assistantships**

Student Affairs Assistantships support the graduate program's mission to provide exposure to the broad areas that make up student life on college and university campuses. The assistantships allow students to learn the various skills sets that may be needed to support co-curricular functions that range from diversity to residential issues to career development to health initiatives. Student Affairs Assistantships differ from Graduate Assistantships, in which students assist faculty members in instructional or classroom activities. Graduate students selected for Student Affairs Assistantships do not perform instructional activities, do not provide classroom support, and do not act as tutors. To learn about Student Affairs Assistantships contact the appropriate academic department.

II. **DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs at San Diego State University, as a partner in the educational enterprise, contributes to the success of our students. Through our services, programs and activities, we encourage and support the intellectual, vocational, physical, personal, social and cultural development of all students. Our ability to educate the "whole person" and provide quality student services allows us to build alliances for students in and out of the classroom. The Division of Student Affairs, serves, advises, and consults with campus administration, students and parents on policy decisions and is responsible for the activities of its units: Career Services, Communications Services, Counseling and Psychological Services, EOP/Ethnic Affairs, Financial Aid & Scholarships, Information Systems Management, Intercultural Relations/Cross Cultural Center, International Student Center, New Student and Parent Programs, Ombudsman, Residential Education Office, Student Disability Services, Student Health Services, Student Life and Leadership, Student Rights and Responsibilities and Student Testing Assessment and Research.

**CAREER SERVICES**

SDSU Career Services provides comprehensive career services to students and alumni of San Diego State University. Services include individualized career planning and advising, employment opportunities, current career resources, responsive technology, and career programming. SDSU Career Services is a centralized office building partnerships on and off campus to provide career

opportunities and experiences that are integral to the SDSU educational experience, student retention, and life-long learning.

### **OFFICE OF ALUMNI ENGAGEMENT**

Mission: To build a lifetime relationship between alumni and the university.

Vision: To engage alumni by meeting the diverse needs and expectations of our broad constituencies.

### **III. EDUCATIONAL OBJECTIVES**

SDSU Career Services offers a Student Affairs Assistantship in Career Services with an emphasis on supporting planning, outreach, events and initial assessment of the **Aztec Mentor Program (AMP)**. The objective of this student assistantship is to support the planning of a program that offers a range of SDSU students the opportunity to take part in a high-impact practice primarily with SDSU alumni. The assistant is expected to learn and offer input into a dynamic and interactive process that supports experience-focused learning by other students.

This appointment is temporary, and may be terminated without cause at any point. The student assistant will be evaluated during this time for the purpose of providing him or her with feedback on observed growth and learning. The student assistant will have the opportunity to develop skills that include the following: conduct campus outreach, support area planning, and conduct research and assessment.

### **IV. OVERVIEW**

The AMP Student Affairs Assistant supports the following major program-related areas:

- Planning / Systems Support: support the AMP Team by providing items such as summary information from online and database systems; coordination of updates and outreach to areas such as the Alumni Association / Office of Alumni Engagement. Assist with creation of online mentor/mentee training resources, information sessions and outreach (via phone) to 500 student participants to track their progress.
- Event / Outreach Support: provide pre-event support to ensure the successful implementation of programs such as kick-off events, alumni engagement, and closing events; provide support for related communications to students, alumni and other partners such as student organizations, faculty and staff.
- Volunteer coordination support: work with Staff to enroll, coordinate activities for, and to thank students and other volunteers that support AMP.
- Assessment support: provide support and input regarding program assessments, including learning / experience gained by student and professional participants with the purpose of demonstrating the potential of the mentor experience to be a high-impact practice.
- Professionalism: in supporting the above, exercise confidentiality regarding any data or other information related to the program; contribute to meetings, providing questions, insights and ideas regarding future program developments.

**Other duties may be assigned.**

## **V. REQUIREMENTS**

1. Must currently have and maintain a 3.3 cumulative G.P.A. for graduate courses during employment.
2. Must be enrolled in at least 6 units in a student affairs or related program at San Diego State University during the academic year.
3. Must be available to work up to 20 hours per week during the academic year, including some evenings.

## **VI. PREFERRED COMPETENCIES**

1. Organizational skills with attention to detail.
2. Communication skills.
3. Ability to acquire knowledge of career services, campus and community resources that are relevant to the scope and function of career services.
4. Ability to establish and maintain professional, cooperative working relationships with faculty, administrators, staff, community members and student organizations.
5. Ability to use standard office software.
6. Ability to learn and to communicate about mentorships, internships and other high impact practices.
7. Experience using Excel, Google Docs/Sheets and Survey Monkey.

## **VII. BENEFITS**

1. Experience in supporting campus outreach and planning for a centralized career center.
2. Familiarity with campus and community resources, faculty, staff, and administrators.
3. Professional mentoring relationships with student affairs staff.
4. Opportunity for personal growth and development.
5. Rewards of making a positive impact on the success of SDSU students in the area of high impact practices.

## **VIII. COMPENSATION**

\$11/hour

Interested students can apply by emailing a resume to Diane Marin at [dbarraga@mail.sdsu.edu](mailto:dbarraga@mail.sdsu.edu).

**(Document Updated: June 2015)**