Graduate Assistant Position Description 2019-20
Updated 11/8/2019

Please note that information in this document, including dates, is subject to revision based upon departmental needs.

Graduate Assistants (GAs) assist live-in student and professional staff members in promoting student success for the 8,400 students living on campus. GAs are expected to develop positive relationships and to role model the Mustang Way, promote a safe and comfortable living environment, be committed to developing community among their residents and fellow staff, and be committed to every student’s personal and academic success.

**To support our communities, this position requires your commitment to the full academic year from mid-August until mid-June. Positions are paid an hourly salary ($15/hr) and academic credit is available within selected graduate programs.**

**Required Qualifications**
- Must be enrolled as a full time Cal Poly student (8+ units) and maintain good standing with academic college with no violations with the Office of Student Rights and Responsibilities.
- Work 15-20 hours per week in assigned area. Scheduled hours will vary and include some hours on weekends and after 5pm to attend programs, staff meetings, and departmental initiatives.
  - Monday night Community Council meetings and Wednesday night staff meetings attendance are strongly encouraged
- Attend scheduled sessions of both professional and undergraduate staff training (mid-August through mid-September).
- Demonstrate independent work initiative.

**Preferred Qualifications**
- Role model through actions and words a respect for human dignity and an appreciation for people of all races, ethnicities, genders, religions, abilities, sexual orientations, gender expression, and gender identities, and confront intolerance.
- Strong interpersonal, organizational, communication, time management, and leadership skills, as well as the ability to maintain them under stress.
- Continually challenge self to grow through the position and be open to change, new points of view, and constructive feedback from supervisory staff and peers.
- Previous experience living and/or working in a residence hall or campus apartment setting.
- Preference is given to candidates enrolled in a program with an emphasis on Student Affairs/Higher Education.

**Learning Outcomes**
Graduate Assistants are expected to develop the following skills upon the completion of their field experience hours:
- Strong interpersonal communication skills.
• Understanding of learning outcome and assessment-based education.
• Knowledge and experience related to learning communities and program development.
• Awareness regarding the issues facing college students, specifically those residing in on-campus housing.
• Understanding of higher education administration and enhancement of student services.

Position Duties and Responsibilities
The Graduate Assistant (GA) position encompasses a broad range of duties and responsibilities related to the administration of University Housing and its various learning communities. Residence Life & Education employs approximately six GAs in various capacities. Given the variety of positions offered, not all duties and responsibilities can be listed.

GAs will be directly supervised by professional staff, assisting them with various administrative and programmatic duties. GAs work closely with Coordinators of Student Development (CSDs) to facilitate social, academic, and culturally inclusive educational initiatives. In addition, GAs may work with learning outcomes and assessment based programs in the following areas:

• Assist in positive community development and response, addressing safety and inclusivity.
• Participation in the implementation of a learning community.
• Creation and implementation of educational and social initiatives (academic, inclusive, safety awareness, etc.)
• Participation in the recruitment, selection and advisement of student staff.
• Facilitation of Community Standards judicial meetings.
• Co-facilitation of a leadership development course.
• Conduct student development related research.

Each GA is assigned a Focus Area as a professional concentration for the year which provides opportunities to have department-wide involvement in program development. The Focus Area assignments are based on departmental needs as well as the individual GA’s professional interest.

Contact & Application Information
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Apply online at calpoly.erezlife.com. Interviews are conducted on a rolling basis until all positions have been filled. Please attach a resume and cover letter with application.