



**Division of Student Affairs  
Associate Vice President for Student Affairs  
Graduate Assistant Position Description**

**Job Description:**

The Office of the Associate Vice President for Student Affairs (Assoc. VP for SA) offers one Graduate Assistantship per academic year. The position is a ½ time position, usually 20 hours per week, and includes tuition remission and a stipend. This position involves a wide array of tasks and responsibilities. The graduate assistant will gain experience with advising student organizations, exploring the effective delivery of cocurricular education, developing cocurricular learning outcomes, data collection and assessment, emergency response planning, strategic planning and fiscal operations.

**Responsibilities Include (but are not limited to):**

1. Will work directly with the Assoc. VP for SA, the Senior Analyst and Director for Student Affairs Research and Assessment, and the Student Affairs Instructional Designer. Indirectly support departments in Assoc. VP for SA's administrative areas including Career Services, Counseling and Psychological Services (CAPS), the Finance Office, Human Resources, Information Technology, Research and Assessment and University Health Services.
2. Assist in the process of creating cocurricular learning modules, including identifying program content and marketing the programs.
3. Assist in the collection and analysis of assessment data related to the provision of cocurricular education programs.
4. Assist Student Affairs programming staff in improving and assessing cocurricular learning programs and interventions.
5. Assist in the exploration of an ePortfolio as a tool to help students engage in self-authorship, write reflectively and develop a sense of meaning-meaning from their cocurricular learning experiences.
6. Serve as a Co-Advisor for the Council of LionHearts (service organization student leaders)
7. Conduct targeted research, benchmarking and assessment
8. Update and maintain Council of LionHearts' website and support the Penn State Volunteer website.

The graduate assistant, depending on skill and interest level, may also assist with one or more committee assignments including:

1. Student Newspaper Readership Committee
2. Research and Assessment Advisory Board
3. Instructional Design Advisory Board
4. Student Affairs Emergency Response Planning Committee
5. Student Affairs Cocurricular Education Committee

## **Learning Outcomes (also see appendix)**

The student will:

1. Gain an operational understanding of Penn State and its Division of Student Affairs to enable successful completion of his/her graduate assistantship responsibilities;
2. Understand the importance of applying curricular learning from graduate studies to graduate assistant responsibilities and tasks;
3. Understand and use the emerging mechanisms that promote undergraduate learning through engaging educational programs;
4. Improve ability to write, implement, and assess learning outcomes;
5. Gain experience doing targeted research, benchmarking, and assessment;
6. Use "Principles of Good Practice for Student Affairs" (ACPA/NASPA) as a guide for conducting his/her work in the Division of Student Affairs;
7. Enhance student/organization advising and helping skills;
8. Enhance his/her knowledge of and commitment to social justice issues and educational models within and outside of student affairs; and
9. Continue professional development within the student affairs.

### **Qualifications:**

Applicant must be enrolled full-time in Penn State's College Student Affairs program. Strong organizational, interpersonal, problem-solving, and oral and written communication skills are necessary. Applicant must be able to work as a team member while also being able to function independently.

## Appendix

### Graduate Assistantship for the Office of the Associate Vice President for Student Affairs Learning Outcomes Mapped to CSA Program Learning Outcomes February 2007

Throughout the graduate assistantship experience, the graduate assistant will:

- Gain an operational understanding of Penn State and its Division of Student Affairs to enable successful completion of his/her graduate assistantship responsibilities (CSA Learning Outcomes 1, 4)
  - engage in discussion with student affairs professionals within the Division
  - meet with students to discuss their issues and concerns
  - read periodicals to keep current with Penn State issues
- Understand the importance of applying curricular learning from graduate studies to graduate assistant responsibilities and tasks (CSA Learning Outcomes 2, 6)
  - apply student development theories and counseling theories to better understand and reach students with whom he/she works
  - use classroom learning and graduate reading materials to inform his/her graduate assistant work
- Understand and use the emerging mechanisms that promote undergraduate learning through engaging educational programs (CSA Learning Outcomes 2, 6)
  - read journals and periodicals about student learning
- Improve ability to write, implement, and assess learning outcomes (CSA Learning Outcomes 2, 3, 6)
  - develop learning outcomes for graduate assistantship
  - develop and assess learning outcomes for Council of LionHearts meetings and retreat
- Gain experience doing targeted research, benchmarking, and assessment (CSA Learning Outcome 6)
  - participate in ePortfolio project and its implementation at Penn State
  - assist in creation of assessment model for the ePortfolio project
- Use “Principles of Good Practice for Student Affairs” (ACPA/NASPA) as a guide for conducting his/her work in the Division of Student Affairs (CSA Learning Outcomes 3, 6)
  - interact with student affairs professionals within the Division

- read journals and periodicals to stay informed of current issues and trends in student affairs
- Enhance student/organization advising and helping skills (CSA Learning Outcomes 2, 3, 4)
  - apply student development and counseling theories to practice
  - obtain feedback regarding his/her skills from students/organizations with he/she works
  - research and read about these topics
  - attend professional conferences
- Enhance his/her knowledge of and commitment to social justice issues and educational models within and outside of student affairs (CSA Learning Outcomes 5, 6)
  - explore alternative methods for delivering cocurricular education on multicultural and social justice topics
  - assist with development, marketing, and assessment of Multicultural Competency certificate program
- Continue professional development within student affairs (CSA Learning Outcomes 1, 3)
  - attend professional conferences
  - actively participate in a knowledge community
  - attend SASO workshops and CSA curriculum meetings