



Office of the Associate Vice President for Student Affairs
Graduate Assistant Position Description

URLs for more information

<http://www.sa.psu.edu/atup.shtml>

<http://www.sa.psu.edu/vpsa/bios/pjbbio.htm>

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, developing cocurricular learning outcomes, data collection and management, committee work, website management, and working with advocacy centers.

Responsibilities include (but are not limited to)

- 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 area including Career Services, Student Affairs Research and Assessment, LGBTQA Student Resource Center, Paul Robeson Cultural Center, the Center for Women Students, and Residence Life.
- Assist in the process of creating cocurricular learning certificates, including identifying program content and marketing the programs
- Assist in the collection and analysis of assessment data related to the provision of cocurricular education programs
- Assist Student Affairs programming staff in writing learning outcomes
- Assist in the exploration of using an ePortfolio environment to provide students with high expectations for cocurricular learning
- Serve as a Co-Advisor for the Council of LionHearts (service organization for student leaders)
- Conduct targeted research, benchmarking and assessment
- Update and maintain Council of LionHearts' website and review the cocurricular education website

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

- Student Newspaper Readership Committee
- Penn State WE ARE Campaign
- Research and Assessment Advisory Board
- Instructional Design Advisory Board
- Penn State Coordinating Committee on University Assessment

Learning Outcomes

The student will:

- Gain an operational understanding of Penn State and its Division of Student Affairs to enable successful completion of his/her graduate assistantship responsibilities;
- Understand the importance of applying curricular learning from graduate studies to graduate assistant responsibilities and tasks;
- Understand and use the emerging mechanisms that promote undergraduate learning through engaging educational programs;

- Improve ability to write, implement, and assess learning outcomes;
- Gain experience doing targeted research, benchmarking, and assessment;
- Use “Principles of Good Practice for Student Affairs” (ACPA/NASPA) as a guide for conducting his/her work in the Division of Student Affairs;
- Enhance student/organization advising and helping skills;
- Enhance his/her knowledge of and commitment to social justice issues and educational models within and outside of student affairs; and
- 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.