



Job Description

Office of Service and Discipleship

Title: CCSD Graduate Assistant (**Azusa Scholars**)

Reports to: Program Coordinator for Local Engagement, Office of Service and Discipleship

Location: East Campus, Office of Service and Discipleship Building, Rose Garden
Grad Assistant has shared work space and personal laptops are preferred

General Responsibilities and Expectations:

The 1st Year CCSD Graduate Assistant (Azusa Scholars) position coordinates the programming aspects of the Azusa Scholars Program. The Graduate Assistant aims to **foster student learning and development**, create **effective campus and community relationships** and advance efforts towards **social justice and inclusion**. Specifically, the Graduate Assistant will work with the OSD Staff to provide **quality programming** that focuses on **leadership development, advising and supporting** students from diverse backgrounds, and **student retention among first generation students**.

In addition to these core functions, the Graduate Assistant will work directly with students and staff to encourage and develop a clear **moral, spiritual, and ethical foundations** that reflects the values of faith in Christ, reconciliation in community, education in scholarship and action in service alongside others.

Specific Duties:

1. Coordinate and provide direct supervision of the Azusa Scholars program.
 - a. Plan and coordinate Leadership Dinner Forums (once per semester)
 - b. Plan and coordinate the Fall and Spring Day Retreats
 - c. Organize two events each semester that foster community interaction among the scholars
 - d. Collaborate with other university departments to organize local high school outreaches focused on aiding students in preparation for the college application process
 - e. Assist in the qualitative assessment and evaluation of the efficacy and relevance of the Azusa Scholars Program
 - f. Coordinate the selection process of future Azusa Scholars
 - g. Assist the Program Coordinator in holding the scholars accountable to the scholarship requirements
 - h. Work collaboratively with the Director to plan and implement the New Scholars Orientation
2. Participate in campus-wide efforts to support first generation students
 - a. Work with Office for Academic Success in efforts that address retention efforts for first generation students

3. Assist in administrative procedures of the Office of Service and Discipleship (OSD).
 - a. Maintain a set amount of office hours
 - b. Maintain a working understanding of office policies and procedures
 - c. Maintain a working understanding of the university service requirement policies and procedures and assist when necessary
4. Participate in the Office of Service and Discipleship (OSD) Programming Team.
 - a. Meet monthly with the Programming Team
 - b. Meet weekly with the Program Coordinator
 - c. Attend all OSD trainings, retreats and staff meetings
 - d. Assist in the hiring process of Student Ministry Coordinators
5. Participate in on-campus educational programming in collaboration with Spiritual Life and the Office of Service and Discipleship.
6. Other duties as assigned by the Coordinator in collaboration with desired learning outcomes of the graduate assistant.

The GA will gain experience in the below CCSD competencies:

1. Moral, Spiritual, and Ethical Foundations
2. Organizational and Human Resources
3. Leadership
4. Social Justice and Inclusion
5. Student Learning and Development
6. Technology
7. Advising and Supporting

Skills Required:

1. Knowledge about first generation college students (needs and best practices)
2. Strong interpersonal and communication skills
3. High level of intercultural competence and experience
4. Writing and reporting skills at a professional level
5. Strong organization and management skills
6. Collaborative leadership style
7. Strong networking skills
8. A commitment to engage the spiritual formation process that is consistent with university and departmental values

Breakdown of hours (Per week, example):

- 2 hours – Team meetings
- 1 hour – Meeting with supervisor
- 10 hours – Work-time, programming, working/meeting with students
- 3 hours – Flexible time
 - **Schedule subject to change. This position may require a few nights and weekends as well.*

Start and End Date

- **First day:** August 9, 2023
- **Last day:** May 10, 2024