Position Description

DEPARTMENT: Student Leadership

JOB TITLE: Graduate Assistant

FOCUS: Training & Development

LEVEL OF ASSISTANTSHIP: First and Second Year Graduate students

Graduate Assistant must be enrolled as a matriculated student making steady progress towards a degree at CSU Northridge.

APPOINTMENT DATES: Open

POSITION DESCRIPTION: The AS Graduate Assistant for Training & Development works under the supervision of the Coordinator for Student Leadership to learn and practice training, development, learning assessment and advisement throughout the Student Leadership area. Prepare for Senate, Cabinet, and other student-focused retreats. Oversee the development of learning outcomes; research and prepare survey instruments; collect and analyze data; write reports presenting the data collected for use throughout Associated Students; develop a program of training opportunities for students throughout the A.S. organization based on the learning outcomes focus for the year; assist with advisement of major programs as needed; manage training & development resources. Help in coordination of Re-Boot Camp; be part of the training team for AS Leadership retreats. Provide advisement support for AS Awareness Month and AS Elections each spring.

RESPONSIBILITIES: Under the direction and supervision of the A.S. Coordinator for Student Leadership, the A.S. Graduate Intern for Training & Development will:

- Assist in the design, execution and assessment of AS Senate retreats; initial orientation and training programs and/or retreats for student programming boards and volunteers.
- Learn one-on-one and group assessment and advising of student leaders, and the design and provision of published and on-line materials to assist student leaders in the successful achievement of their personal and organizational objectives.
• Be responsible for the design, implementation, management and evaluation of a student leadership development curriculum for students across the A.S. organization.
• Coordinate Re-Boot Camp for student leaders/employees in AS held each January.
• Participate in ACPA Regional and National conferences as appropriate.
• Be responsible for the physical inventory of Student Leadership supplies and materials related to training and development, as well as for a library of all student leadership training/development related books/periodicals. Work with the Manager for Student Leadership on identifying and ordering new supplies.
• Act as an advisor as needed for AS event programming.

**SKILL DEVELOPMENT:**

Graduate Assistants in this position will learn and practice the ability to:

• Work with a team of student and professional colleagues
• Develop, plan and implement a variety of leadership and training-focused programs and resource delivery systems.
• Facilitate small and large group learning.
• Manage physical resources related to a training and development department.
• Develop and produce appropriate learning outcomes, assessment tools, and written assessment reports.
• Provide appropriate and meaningful advisement designed to maximize achievement of targeted student learning outcomes.

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<th>Location:</th>
<th>USU-100</th>
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<tbody>
<tr>
<td>Hours:</td>
<td>Up to 20 hours per week</td>
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<td>Classification:</td>
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<td>Salary Range:</td>
<td>$16.50-$19.00/hour</td>
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*Note: A background check is not required.*