

Employment Opportunity

2009-2010 ON-CAMPUS EMPLOYMENT



Graduate Assistant

Summer Institute is a three week residential academic program from **August 1 – 25, 2009** for incoming freshmen. The program consists of academic courses and seminars geared to enhance the skills necessary to achieve academic excellence at Cal Poly. The program includes academic, social, cultural, and professional development components that provide assistance for freshmen in their transition to the rigors of Cal Poly course material and academic expectations.

Job Responsibilities & Requirements:

- Assist with all aspects of program preparation and implementation
- Assist the SI Coordinator with program management and evaluation, including development of assessment methodology
- Provide, under supervision, advising assistance to program participants
- Initiate accurate and appropriate campus and community referrals
- Strong organizational and interpersonal skills
- Sensitivity to cultural, economic, and educational differences
- Knowledge of online computer systems, word processing, spreadsheets, and databases
- Ability to prioritize and manage multiple concurrent tasks
- Baccalaureate degree and current enrollment in Master's of Education, Teaching Credential program, or a related behavioral science Master's program
- Ability to take initiative and work under minimal supervision

Compensation & Commitment:

- \$12 per hour
- Summer Quarter (2009): 30-40 hours per week with option to continue part-time employment during Winter and Spring 2010 and full-time employment in Summer 2010

Applications Available at:

- Student Academic Services, Bldg. 81
- Academic Skills Center, 35-112
- Multicultural Center, 65-217B
- www.sas.calpoly.edu/si

Questions? Call 756-2301 or e-mail marvizu@calpoly.edu

CHALLENGING — FUN — REWARDING

Application Deadline: June 11, 2009*

***Position will remain open until filled; call for information if interested past deadline.**