



A Division of Student Affairs

Graduate Assistant Job Description

Important Information: Please read and save for future reference!

Summer Institute (SI) is a residential academic program 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.

SI Program Dates: Saturday, August 1 through Tuesday, August 25, 2009

Description of Job Responsibilities

- Work directly with Summer Institute Coordinator in 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 work independently
- Baccalaureate degree and current enrollment in Master's of Education, Teaching Credential, or related behavioral sciences Master's program

Qualifications

- Ability to take initiative and work well with minimum supervision
- Ability to communicate effectively and be sensitive to students from varied cultural, economic, and educational backgrounds
- Ability to work as a team player with all students (especially first generation college students), staff, and faculty
- Strong overall awareness of campus resources and new student issues
- Flexible schedule to meet program needs

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Time Commitments

- 30-40 hours per week during Summer Quarter 2009
- Option to continue part-time employment during Winter and Spring 2010 and full-time employment in Summer 2010

Application Information and Deadline

- Applications are available at:
 - Student Academic Services, Hillcrest Bldg. 81
 - Academic Skills Center, Bldg. 35-112
 - Connections for Academic Success, UU Bldg. 65-217
 - www.sas.calpoly.edu/si

Submit your ENTIRE completed application to Student Academic Services (Bldg. 81) or email to summerinstitute@calpoly.edu as a Microsoft Word attachment. Applications can also be faxed to (805) 756-5122.

Application Deadline: Thursday, June 11, 2009 at 12:00 p.m.

Important Dates

Interviews

Week of June 15-19, 2009

Selection Notifications

Friday, June 19, 2009 (via email)

Please note: The program schedule will be busy and will not necessarily conform to an 8:00 a.m. - 5:00 p.m. schedule. Your attendance in part-time Summer Quarter classes is possible providing your courses do not conflict with the program schedule. Full-time enrollment in the ending summer session is strongly discouraged.

Questions? Contact Student Academic Services - 756-2301 or Email Maria at marvizu@calpoly.edu.

Student Academic Services—A Division of Student Affairs