JOB TITLE: Pan African Student Success Center Graduate Assistant

DEPARTMENT: Justice, Equity, Diversity, Inclusion (JEDI)

HOURS PER WEEK: Up to 20 hours per week

PAYRATE: Graduate Assistant ($19.00/hr. plus tuition for 0-6 units of graduate work at the CSUSB in-state tuition rate)

Under the supervision of the Director of Student Diversity & Belonging, the Graduate Assistant will provide leadership and support in developing, implementing, and assessing culturally relevant programming. The position will bridge frontline services with strategic planning, ensuring the success of students through a holistic approach.

JOB DUTIES include the following. Other duties may be assigned.

- Develop, lead, and assess student success programs addressing Pan African, Black, and African American student experiences.
- Mentor and coordinate student assistants, providing training and oversight on event execution and daily operations of the Center.
- Collaborate with campus partners to create intersectional programs promoting equity, inclusion, and belonging.
- Conduct program assessments using qualitative and quantitative methods, reporting on outcomes and making data-informed recommendations.
- Represent the Center in broader SMSU and CSUSB committees, ensuring Pan African student needs are voiced and addressed.
- Support strategic planning efforts aligning with the SMSU mission and goals.
- Coordinate leadership development opportunities for students, including workshops and speaker series.
- Facilitate joint student development initiatives across SMSU and RecWell, ensuring all student employees benefit from shared training and growth opportunities.
- Promote the Center's initiatives through collaboration with campus media and outreach platforms.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree is required. Preference is given to candidates with a background in education, student affairs, ethnic studies, Pan-African studies, Black studies, sociology, psychology, social work, public administration, counseling, or a related field. Must be enrolled and making satisfactory progress at CSU San Bernardino, pursuing a program at the master's level in education, student affairs/higher education, counseling, social sciences, public administration, ethnic studies, or another related field. Must be enrolled in six or more graduate units at CSU San Bernardino and maintain a semester and cumulative GPA of 3.0 or higher.

Supervisory Responsibilities

Assists in the supervision of student assistants and volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have advanced knowledge of MS Office, including Excel Word, PowerPoint, and Outlook.

Certifications Licenses & Registrations

First Aid and CPR/AED certification required (certifications may be obtained within the first month of employment).

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Work conditions may vary depending upon the location of job tasks required; may occur indoors and outdoors, therefore requiring exposure to a variety of elements. While working outdoors, the work environment may involve exposure to various elements including but not limited to: sun, heat/cold, dust, pollens and other environmental risks.