



Important: MAC users, please use Adobe Acrobat Reader to complete and save this form. Please do not use the MAC preview tool as it may result in a document with blank fields. Thank you.

Student Affairs Assistantship Application

Demographic Information:

Full Name:

Gender:

Race/Ethnicity:

Undergraduate Institution:

Program (Student Affairs or Postsecondary Education):

This application will be made available to offices who are hiring Student Affairs assistants. Offices choose prospective students to interview based on the resume, statement of interest (below), and the preferred areas of interest. Below you will find a list of offices and programs that routinely hire Student Affairs assistants. Please select up to five positions you would like to be considered for by checking the corresponding box. Please note that some of the listed positions may not be available this year as some students remain in an assistantship for two years. New positions that have become available may not be listed on this form. Please visit the [assistantship webpage](#) for an up-to-date list of positions, position descriptions, and links to the hiring offices' websites.

SDSU

Academic Initiatives, Residential Education

Casa Azteca Commuter Program, Office of Student Life & Leadership

Center for Academic Assistance and Training, Office of Educational Opportunity Programs and Ethnic Affairs

Center for Student Rights and Responsibilities

Fraternity and Sorority Life, Office of Student Life & Leadership

Front Desk Security Manager (*equivalent to an Assistant Residence Hall Coordinator Position at other institutions), Residential Education

International Programs, Division of Undergraduate Studies

Leadership Programs/Student Organizations, Office of Student Life & Leadership

Office of Collaborative Programs, Compact for Success

Retention and Transitional Programs, Office of Educational Opportunity Programs and Ethnic Affairs

Sustainability Center

Other [indicate position(s) listed on the assistantship webpage that are not listed on this form] _____

UCSD

Assistant Events Coordinator, Admissions and Relations with Schools

Campus Wide Events and Promotions, Center for Student Involvement

Career Development, Career Services Center

Communication and Leadership, Center for Student Involvement

Community Service, Center for Student Involvement

Greek Life, Center for Student Involvement

Marketing Assistant, Recreation

Parent & Family Programs, Office of Parent & Family Programs

Program Coordinator, International Center

Student Affairs Assessment, Student Life

Student Conduct, Office of Student Conduct

Office of Student Affairs, Thurgood Marshall College

Warren Residential Life, Residential Life

Other [indicate position(s) listed on the assistantship webpage that are not listed on this form] _____

Statement of Interest

In the box below, please describe your interests, background, and the reasons why you would be a good candidate for the position(s) in which you are interested. Please do not write multiple statements. One general statement will suffice.

Additional Information

Is there any other relevant information you wish to share? If so, please do so in the box below.

Please Note:

- Admission to the graduate program is required to hold an assistantship position. However, admission to the program does not guarantee placement in an assistantship.
- All students holding assistantships must enroll full-time, make satisfactory academic progress, and maintain good academic standing in the graduate program.
- Assistantships are one-year appointments, but may be extended to two years if both the student and the hiring office are interested.
- Assistantships are paid hourly positions. Tuition is not included as compensation in the assistantship package.
- Assistantships are always contingent upon students' performance in the position and the availability of funding in the hiring offices. Thus, assistantships can be restructured or terminated at any time at the discretion of the hiring office.

Acknowledgement

Your submission of this form indicates that you are granting permission to the graduate program to share your application materials (application, personal statement, letters of recommendation, and resume) with the offices that are currently hiring Student Affairs assistants. You are also indicating that all information on your application is complete, factually accurate, and honestly presented and that you have read and understood all of the information provided to you in this application.