

## Work-Study Job Description

**Job Title: Student Assistant - CFDE**

**Department Name:** Center for Faculty Development & Excellence

**Hiring Supervisor:** Vincent Wiggins

**Hiring Supervisor's Email:** [vincentwiggins@scuhs.edu](mailto:vincentwiggins@scuhs.edu)

**Rate of Pay: 22.00**

**Average number of Work Hours per Week** (*cannot exceed 20 hours*): **20**

**Location:**

**Number of Positions Requested: 1**

### **Job Description and Minimum Qualifications:**

The **Student Assistant - CFDE** plays a vital role in bridging the student experience with faculty development initiatives at SCU. This position supports the Center for Faculty Development & Excellence (CFDE) by amplifying student voices to help shape teaching practices that positively influence academic success. The intern will work closely with CFDE and Student Services to inform, plan, and implement efforts that enhance faculty awareness of students' academic challenges, needs, and perspectives.

### Minimum Job Qualifications

- Strong written and verbal communication skills; able to articulate student perspectives professionally.
- Interpersonal and facilitation skills for leading peer conversations and campus dialogues.
- Basic understanding of research methods (surveys, interviews, focus groups) or a willingness to learn.
- Ability to work both independently and collaboratively with staff and fellow students.

- Interest in academic success, student advocacy, and holistic teaching practices.
- Commitment to professionalism, confidentiality, and respectful dialogue.

### Job Duties and Responsibilities

- Identify key areas in which faculty development can directly support and improve student academic success.
- Collaborate with CFDE staff to design and coordinate the recurring event, “What Students Wish Faculty Knew,” featuring student insights on support systems, academic stress, and navigating SCU resources.
- Conduct informal peer focus groups and surveys to gather and analyze student feedback on faculty-student interactions and classroom support.
- Synthesize student input and collaborate with Student Services to co-create a “Faculty Toolkit for Supporting Student Success”—a resource aimed at equipping faculty with actionable strategies to foster more supportive and responsive learning environments.
- Assist in promoting CFDE initiatives to faculty and contribute to communication materials, event planning, and related projects.

### Educational Benefits/Learning Outcomes

- Gain experience in qualitative research, program planning, and student advocacy.
- Develop communication, facilitation, and collaborative problem-solving skills.
- Contribute to meaningful institutional change by informing faculty development from the student voice.
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**To apply for this position, send your resume to: Vincent Wiggins - [vincentwiggins@scuhs.edu](mailto:vincentwiggins@scuhs.edu)**

**SCU reserves the right to change the duties of the job description at any time.**

***SCU provides equal opportunity for all qualified applicants and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or any other protected classification.***