Facilitating Scholastic Assistant (FSA) Role Agreement
2026 - 2027

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2026-2027 FACILITATING SCHOLASTIC ASSISTANT (FSA) ROLE AGREEMENT

GENERAL PURPOSE

The **Facilitating Scholastic Assistant (FSA)** is an academically successful and well-transitioned undergraduate student who serves as a mentor and an ongoing point of contact for the Scholastic Assistant (SA) Team as well as each new first-year or transfer student. As a liaison between the SA Team and the Learning Communities Office, the FSA provides timely and relevant information about academic and personal resources available on campus, provides support during orientation days, and checks in with SAs on monthly progress. They help create, implement, and attend new student engagement opportunities for new students, welcoming and recognizing new first-year and transfer students as valued community members. The FSA communicates regularly with the Scholastic Chairs (SC) and the Learning Communities Program Coordinator regarding SA progress, and works closely alongside the Learning Communities Office to support the SA program by planning, implementing, and attending team-building activities, training, and recruitment and selection of SAs.

There are 5 FSA roles, one for each LC theme with one FSA managing responsibility for Cultivate and Illuminate.. Each FSA will serve for 2 semesters and a summer term. The role will begin at the very end of the Spring and carry out through that Summer, and again in next Fall and Spring (at which point they will begin to transition out and mentor the incoming FSAs).

QUALIFICATIONS

Undergraduates who wish to serve in this role must:

- Be enrolled as a full-time undergraduate student
- Have served as a Scholastic Assistant (SA) prior to starting in the position in Spring 2026
- Be in good standing (no academic or university probation)
- Maintain a cumulative grade point average of 2.5 or above and a semester grade point average of a 2.33 or above.
- For the Engage FSA: Preferred to have started at USD as a transfer student or have served as an Engage SA
- For the Illuminate FSA: Preferred to currently be in the Honors Program
- Complete the student leader application and be screened by a selection committee consisting of USD community members
- Be available to attend the following trainings, meetings, and events in the “Important Dates” section
- While the FSA serves in their role, they cannot simultaneously hold any of the following leadership roles: Associated Student Government Executive Board Member, Resident Assistant, Commuter Assistant, OLÉ! Team Member, Pre-O Leader, College Corps Fellow, or Summer Bridge.
    - *Given the tremendous responsibility, and significant workload, of this demanding leadership role, it is preferred that the FSA does not serve as an SA themselves with the exception of finishing their current academic year SA/FSA responsibilities. In rare circumstances, the FSA can be permitted to take on additional responsibilities as a SA in consultation with the Learning Communities Program Coordinator/SA Advisor.*

- Have a commitment to USD's Mission and Core Values.
- *This role is designated as a Campus Security Authority (CSA) and must abide by federal regulation as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. For more information visit https://www.sandiego.edu/safety/clery-act-compliance/campus-security-authorities.php*

BENEFITS

- The Facilitating Scholastic Assistant (FSA) is awarded a $2000 Student Leadership Award to be dispersed across 2 semesters. $1200 in Fall 2026 for their Spring, Summer, and Fall 2026 responsibilities. And $800 in Spring 2027 for their responsibilities that semester.
    - *FSA may receive a student leadership award for their role, if eligible. Your student leadership award is dependent on your financial need. If you do not have financial need/your full financial need is met, you may not be eligible to receive the award and an alternative will try to be identified but is not guaranteed. Please see the Learning Communities Program Coordinator if you have any questions.*

TIME COMMITMENT AND RESPONSIBILITIES

- Serve as a mentor to the Scholastic Assistants (SAs) by answering questions and supporting student leader training and new student orientation. Serve as a liaison between SAs, Scholastic Chairs (SC) and Learning Communities staff.
- Assist the SCs in scheduling meetings, events, and activities for the SA Team.
- Collaborate with the SC to develop, organize, lead, and facilitate:
    - All SA training sessions in the Spring, Summer, and Fall semesters.
    - All Fall, Summer and Spring events for the SA program (e.g. SA Trainings, celebration events)
        i. Assisting with these events does also mean showing up early (for example, to check-in Student Leaders) and possibly staying later to debrief.
    - When applicable, connect with the CD and FIC of the assigned theme to develop content for theme specific meetings and trainings.
- Attend, actively participate, and fulfill responsibilities at:
    - All additional FSA/SA specific trainings
    - All New Student Orientation events
    - All first-year wide Learning Communities events
    - All aspects of SA recruitment, interviews, and selection.
- Represent the SA program to the USD community. Serve on institutional committees when asked for student voice and representation.
- Support the collaboration between SAs, other students leaders, faculty, and staff connected to the LC theme.
- Complete various summer tasks (can be completed remotely), (e.g. Pull rosters from Salesforce, lead small group training meetings, check in with SA regarding completing tasks, etc.)
- Engage with new incoming students over the summer (2026) and during orientation including but not limited to facilitating orientation meetings, planning for and leading the LC Kick-Off Event, etc.

- Work with the Learning Communities Graduate Assistant to post content for LC theme social media account
- Provide general support and feedback to the SC and Learning Communities Office to enhance the SA program.
- Serve as a grader for 'attendance' and 'participation' assignments in the scholastic assistant course
- Meet once a month with the LC Theme Team (CA (if applicable), FIC, and CD of the assigned LC theme) to discuss updates and collaboration between members of the theme.
- Attend and contribute to monthly all Scholastic Assistant team meetings hosted by the Scholastic Chair and Learning Communities Office (1st Tuesday of each month from 12:30pm-1:30pm)
- Host small groups with the SAs in your LC theme as assigned by the LCPC; create summary reports and turn into Scholastic Chair and Learning Communities Program Coordinator and/or attend check-in meetings with Scholastic Chair and SA Advisor.
- Attend monthly FSA meetings with the Scholastic Chair and Learning Communities Program Coordinator, which occur on the second Tuesday of each month from 12:30pm - 1:30pm.
- Fully attend, actively participate, and fulfill responsibilities at all training workshops organized by the members of the Student Leader Recruitment & Training Committee and the Learning Communities program, including but not limited to including but not limited to those listed in the summary of important dates below. (*You should have no other commitments or plans during these actual event times.)*
- Be available during the LC Hour time for your assigned LC theme (7-8pm one day of the week). There should be no class, work, or other commitments during these times.

This role description outlines the general nature and level of work assigned to individuals who function in this role. This description is not exhaustive; other duties and responsibilities may be assigned. The FSA role is vital to the mission of the Learning Communities Program and USD. The FSA is expected to conduct themselves in alignment with the University's Missions and Core Values and in accordance with the Code of Conduct and Community Standards. Priority given to this role above any other areas of activity with the exception of academic work and employment.

Facilitating Scholastic Assistant Standards

FSAs at the University of San Diego serve as role models for mentees and others in the campus community. Those who accept an FSA role automatically, and from the time of their selection, accept responsibility for a higher standard of personal conduct than their peers. To that end, by accepting an appointment to serve as a FSA, an individual agrees as follows:

I. Communication and Interaction with Others
   A. To communicate and interact with others respectfully at all times.
   B. To demonstrate by example the principles of individual responsibility and respect for others.
   C. To demonstrate a high level of maturity at all times.
   D. To address conflicts or other issues as necessary in an appropriate fashion.
   E. To maintain proper levels of privacy or confidentiality.
   F. To report any issue or incident involving safety or wellness concerns.
   G. To offer feedback on Learning Communities or Scholastic Assistant issues in an appropriate manner.
   H. To speak positively in public about other LC staff members and student leaders.
   I. To speak constructively about other University departments to other students.
   J. To be sensitive to the University's values while participating in any public forum.

II. Policies, Behavioral Expectations, and Reporting Responsibilities
   A. To support and comply with the Student Code of Rights and Responsibilities and applicable USD, Student Affairs, and LC policies, procedures, and rules.
   B. To uphold the higher expectations of a Scholastic Assistant at all times, both on and off campus (i.e. not attending events with underage alcohol or drug consumption)
   C. Abide by federal regulation as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as this role is designated as a Campus Security Authority (CSA). For more information visit: *https://www.sandiego.edu/safety/clery-act-compliance/campus-security-authorities.php*

III. Academics
   A. To uphold the University's Academic Integrity Policy.
   B. To maintain good academic standing and not on academic probation.
   C. Maintain minimum 2.5 cumulative GPA and 2.33 semester GPA

IV. Relationships and Community Building
   A. To establish a quality relationship with each student leader assigned to the FSA.
   B. To respect the dignity of others.
   C. To respect and seek to understand differences related to social identities among individuals and/or groups.
   D. To play an active role in promoting an inclusive community at the university and more specifically in the LC theme and courses assigned to the FSA.

V. Accommodation Request
   A. All meetings and training are mandatory. Some accommodations for other opportunities that serve the USD community as a whole may be made on a case by case basis.
   B. To request an accommodation, please discuss with the Learning Communities Program Coordinator and Scholastic Chair well in advance to ensure that there is ample time to make an informed decision. Please note, not all requests will be granted.

Important Dates for Facilitating Scholastic Assistant Responsibilities

Spring 2026 Dates:

- FSA Spring Training/Kick-Off (To be scheduled at a mutually agreed time in April)
- Kick-Off Training for All Student Leaders (Tuesday, April 21, 2026 from 12-2pm)
- Scholastic Assistant Kick-Off Spring Training
    - Thursday, April 23, 2026 12:30 - 2:00 PM
    - Wednesday, April 22, 2026 4:00-5:30 PM
    - FSA Bonding Event (To be scheduled at a mutually agreed time in April, May, or August)

Summer 2026 Dates:

- Student Leader Asynchronous Online Training
    - Various Dates in June 2026 - August 2027
    - *SAs will receive further instructions at the May training session*
- FSA Team In-Person Training (August 12-14, 2026)
- In-Person Student Leader Training (August 17-28, 2026)
    - Training is scheduled all day, starting in the early morning and going well into the evenings. No other commitments should be made (e.g. going home, having people visit, classes etc.). Attendance at all sessions is mandatory.
    - All meals are provided during training and orientation responsibilities.
    - If you will be living on campus during the academic year, early move-in will be included for training and orientation responsibilities at no additional cost. If you are a commuter student, on-campus housing during training responsibilities can be provided based on need and the availability of university housing.
- Summer/Fall New Student Orientation (Various Summer Dates and August 29 - 31, 2026)

Fall 2026 Dates:

- Alcala Bazaar (September)
- LC Hours (Various Dates September - December)
- Learning Communities Programming (i.e. LC Hours, Torero Transfer Week, TLC Showcase) (October - December)
- All SA Team Meetings (September - December; 1st Tuesday of every month from 12:30-1:30pm)
    - Tuesday, September 8, 2026 from 12:30-1:30pm
        - *This meeting will be conducted on the 2nd Tuesday of the month to prevent coinciding with Alcala Bazaar and OLÉ Weekend.*
    - Tuesday, October 6, 2026 from 12:30-1:30pm
    - Tuesday, November 3, 2026 from 12:30-1:30pm
    - Tuesday, December 1, 2065 from 12:30-1:30pm
- FSA/Chair/Advisor Monthly Meetings (September - December; 2nd Tuesday of every month from 12:30-1:30pm)
    - Tuesday, September 22, 2026 from 12:30-1:30pm
        - *This meeting will be conducted on the 4th Tuesday of the month to prevent coinciding with Alcala Bazaar and the SA monthly meeting.*

    - Tuesday, October 13, 2026 from 12:30-1:30pm
    - Tuesday, November 9, 2026 from 12:30-1:30pm
    - Tuesday, December 8, 2026 from 12:30-1:30pm
- Student Leader End of Semester Celebration (December TBD)

Spring 2027 Dates:

- Winter SA Training
    - Asynchronous Training (January 2027)
    - In-Person Training (January 30, 2027)
- Co-Instructor Feedback Meetings (February)
- LC Hours (Various Dates February - April)
- Learning Communities Carnival (April 2027)
- All SA Team Meetings (February - May; 1st Tuesday of every month from 12:30-1:30pm)
    - Tuesday, February 2, 2027 from 12:30-1:30pm
    - Tuesday, March 2, 2027 from 12:30-1:30pm
    - Tuesday, April 6, 2027 from 12:30-1:30pm
- FSA/Chair/Advisor Monthly Meetings (February - May; 2nd Tuesday of every month from 12:30-1:30pm)
    - Tuesday, February 9, 2027 from 12:30-1:30pm
    - Tuesday, March 9, 2027 from 12:30-1:30pm
    - Tuesday, April 13, 2027 from 12:30-1:30pm
    - Tuesday, May 4, 2026 from 12:30-1:30pm
- Integration Showcases (April 2027)
- Learning Communities Carnival (April/May 2027)
- Student Leader End of Year Celebration (May TBD)

Other important dates/time commitments to remember:

- 1:1s or Small Group Meetings/Write-Ups with Scholastic Chair and SA Advisor
- Communication with SAs, FSAs, Scholastic Chair, LC Theme team, and Learning Communities Staff
- Scholastic Assistant Course Grading

I have read and understand all of the information and commitments contained within this agreement. I agree to attend and participate in all dates listed above. I agree to complete all responsibilities as stipulated by this agreement. I agree to comply with all FSA standards.

Name:
Signature:
Date: