



**Charter Schools Office Charter Through College Student Programming
Graduate Assistantship Job Descriptions**

Title: Charter Through College Student Programming Graduate Assistantship

Terms: A 20-hour per week work assignment for 12 months, corresponding to the beginning and ending dates for a semester as published in the university schedule of classes.

Contract Start Date: **8/26/2024**

Contract End Date: **04/26/2025**

The position will be directly supervised by the Director of Charter Through College Programs and will work out of the Charter Schools Office, as part of the Charter Through College Programming.

Support from GVSU includes:

- A stipend of \$4,000 for each Fall, Winter, and Spring/Summer semester.
- Tuition waiver for 9 graduate credits per semester for the Fall and Winter semesters and for 6 graduate credits for the Spring/Summer semester.

Responsibilities:

- Assist with the coordination and scheduling of campus visit programs. **(15%)**
- Assist with management and tracking schools' requests to attend college visits. **(15%)**
- Assist with the management of campus visits, including programming, staffing, volunteers, budgeting, and travel logistics. **(15%)**
- Assist with the coordination and management of the Charter Scholars program for GVSU charter school students currently enrolled at GVSU. **(15%)**
- Assist in identifying eligible GVSU charter school students and develop natural connections between students and the GVSU charter schools' office. **(10%)**
- Assist with the coordination and management of all aspects of GVSU's Charter School College Prep Week, including budgeting, staffing, volunteer management, fundraising, strategic partnerships, and design. **(15%)**
- Assist with the coordination and management of student training and workshops for GVSU charter alumni students currently enrolled at GVSU. **(15%)**

This assignment will enhance and expand the student's academic experience, and it will build on the advanced skills of a graduate student with research and instructional experience focused on youth, at-risk populations, students of color, first-generation students, and experience working with K-12 populations and supporting current students enrolled at GVSU.

Qualifications:

- Degree-seeking status in the related program, such as Education (M.Ed.), School Counseling, Masters of Social Work (M.S.W.), or any other related field of study.
- Excellent organizational skills; detail-oriented.
- Ability to handle multiple tasks.
- Ability to work with a variety of individuals across campus, within GVSU-authorized charter schools and work confidentially concerning students' records.
- Experience in word processing, database systems, and spreadsheets.
- Successfully maintain a minimum course load of 9 graduate credit hours per semester for a full-time graduate assistantship.

Preferred Qualifications:

- An understanding of the needs of and interest in working with middle school, high school, and undergraduate students.
- A passion for working with youth.
- A desire to work collaboratively as part of a highly functioning team in a fast-paced environment.
- Ability to commit to the position for two years.

Workstation: The graduate assistant will have their workspace located in the Charter Schools Office and Student Resource Center. The graduate assistant workspace will be located on the Pew campus and the Allendale campus. The graduate student will be provided with a laptop to complete the assigned responsibilities. (20 hours per week).

Orientation: The graduate assistant will go through an onboarding process that will allow him/her to be introduced to office personnel, office space, and orientation. During orientation, the graduate assistant will cover responsibilities, and expectations, and set personal, academic, and professional goals. Orientation will occur on the first day of the assignment (8/26/2024). The performance will be evaluated regularly with monthly performance and goal meetings. A formal performance evaluation will occur annually. The graduate assistant will also need to attend a mandatory new graduate assistant orientation on Friday, August 23, 2024, from 3:00 – 4:00 pm in Loosemore Auditorium.

Supervision: The graduate assistant will be supervised by the Director of Charter Through College Programs. Minimal management will also come from the Charter Through College Coordinator and Charter Scholars Coordinator. The graduate assistant will be evaluated based on graduate assistantship work and goals that will be set with the supervisor. The graduate assistant will receive monthly performance meetings for guidance and reviews and have an official annual performance review each year for performance assessment.

Selection Process: Please submit the following:

- Resume
- Statement of interest describing skills and experiences related to the position that explicitly and concisely outlines how you meet the qualifications listed above and why you enjoy working with youth.
- Include a list of your quantitative, analytical, and statistical-related courses or experience.
- Copies of unofficial transcripts (do not submit official transcripts)

- Names and contact information for two references who can be contacted if needed (do not send letters of recommendation).

Selection: The review of applications will begin immediately and continue until the position is filled — an initial screening based on the applicant's statement of interest and demonstrated experience in each of the qualifications. Following an initial screening, a phone call to references will be made, and finalists will be interviewed.

Contact Information:

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