

Graduate Assistant-Records Office

Terms:

Academic year contract: the stipend is \$13,000 per academic year (\$6,500 per semester) and a tuition waiver. This is a 20 hour per week position open to full-time graduate students that starts the first day of the fall semester, August 26, 2024 and goes through April 25, 2025. This assistantship includes a tuition waiver of 9 graduate credits per semester, not to exceed a total of 18 per academic year. The assistantship is a one-year term with the possibility of an additional year upon successful review at the end of the year. Spring/summer employment is possible, paid at an hourly rate of \$16.00/hour.

Primary Duties and Responsibilities:

The graduate assistant can anticipate their duties being apportioned in the following manner:

- Assist with catalog updates, including syllabi of record storage (15%)
- Collaborate on duplicate PIDM resolution and pre-requisite drops (25%)
- Assist with customer service via either email or phone or in person (20%)
- Review and update Records Office websites (15%)
- Assist with annual course schedule building process (25%)
- Assist with new student orientation, if working in the spring/summer

Other duties may be assigned to meet the needs of the office.

Qualifications:

- Student must be fully admitted to a GVSU graduate degree program and be in good academic standing.
- Preference will be given to students enrolled as a degree-seeking graduate student in the College Student Affairs Leadership (CSAL) Graduate Program at Grand Valley State University and who maintain a minimum enrollment of nine credit hours per semester.
- Demonstrates effective communication and interpersonal skills.
- Knowledge of basic computer and web applications (i.e., Word, Excel, Outlook email, etc.)
- Able to organize work time and manage projects independently.
- Preferred applicants must have hours of availability within the Records Office's operating hours of 8AM-5PM, Monday-Friday to work in-person.
- Applicants are expected to be available to work when the university is open, but class is not in session (i.e. the day before Thanksgiving, during Spring Break, etc.)

Workstation/Environment:

A workstation equipped with a computer and all essential supplies will be provided. Access to GVSU computer systems with some restrictions will be coordinated with IT prior to arrival. Confidentiality is central to our office's work environment and agreements will be signed on the first day of employment.

Learning Outcomes:

- Develop and refine professional written and oral communication skills through interaction with students, faculty, and staff.
- Develop listening and problem-solving skills, especially regarding student needs.
- Develop attention to detail and technical skills.
- Gain an understanding of various factors impacting college student attendance and persistence.

- Gain experience with business processes that require cross-functional collaboration, information gathering, and planning.

Orientation:

Within the first two weeks of the assistantship, the graduate assistant will meet with members of the Registrar's Office leadership team and with members of the registration unit. The graduate assistant will be oriented to their duties via a combination of in-person training, Zoom training (as necessary), and sharing of pertinent process documentation.

New graduate assistants are required to attend a New GA Orientation, Friday, August 23, 2024 from 3-4pm in the Loosemore Auditorium on the Pew Campus.

Supervision/Collaboration with organization:

This position will report to the Associate Registrar for Registration.

Contact Information and how to apply:

Dr. Pamela Wells
AVP & Registrar
wellsp@gvsu.edu

To apply, please submit a resume and cover letter via Workday. Deadline for applications is Friday, April 5, 2024.