Grand Valley State University

Admissions Office

Graduate Assistant – Orientation

**Terms:**

This is a 20 hour per week position open to full-time graduate students in the Adult & Higher Education and/or the College Student Affairs Leadership (CSAL) programs. This assistantship is a 10 month position beginning the first week of August 2015. This assistantship includes a tuition waiver of 9 graduate credit hours in the fall and winter 3 credit hours in the spring/summer and a stipend of $4,500 per semester for the fall 2015 and winter 2016 semesters. The tuition waiver shall not exceed 24 graduate credit hours per academic year.

**Primary Duties and Responsibilities:**

* Assistant Associate Director of Admissions responsible for freshman/transfer orientation and transfer recruitment

**Orientation Responsibilities:**

* Maintain freshman/transfer orientation reservation database
* Assist in the supervision of a staff of 25 undergraduate student staff
* Liaison with food service for orientation
* Follow up with freshman/transfer students to schedule orientation appointments
* Follow up with freshman/transfer students to that don’t show up for scheduled appointments
* Evaluate surveys from both freshman and transfer orientation
* Run required reports
* Assist in the training of staff
* Preparation of materials for freshman/transfer students
* Help coordinate transfer campus orientation
* Prepare orientation training materials
* Monitor international student orientation reservations as they move through the advising process
* Responsible for orientation work orders
* Responsible for updating the orientation leader application
* Coordination of presenters for campus orientation
* Solving “Trouble Tickets” for orientation
* Distribution of network letters
* Create a montage video at the conclusion of summer orientation

**Transfer Recruitment:**

* Coordinate community college luncheons
* Plan transfer resource fairs
* Connecting with student organizations at the community colleges
* Facilitate community college group visit to campus
* Collaborate with GVSU faculty and advisors in regards to community college recruitment
* Assist with new initiatives as they are developed

**Other Duties and Responsibilities:**

* Assist other staff as needed

**Learning Outcomes:**

* To enhance the graduate assistant’s academic experience by providing an opportunity to increase his or her knowledge of student development as well as the functions of university systems and services
* To become knowledgeable in the process of program evaluation and assessment
* To improve listening and problem-solving skills, especially in regards to undergraduate student needs
* To develop and refine professional written and oral communication skills through interaction with undergraduate students, faculty and staff
* To become familiar with University resources available to students

**Qualifications:**

* Must be enrolled as a degree-seeking student in the College Student Affairs Leadership (CSAL) or Adult & Higher Education program at GVSU for a minimum of nine credit hours per semester
* Demonstrated effective communication and interpersonal skills
* Knowledge of basic computer and web applications (i.e., Word, Excel, GroupWise email, etc.)
* The ability to organize work time and manage projects independently

**Work Station:**

This position will have a work space at the Allendale campus. A work station will be provided which will include a PC and a phone.