

2015-2016 Graduate Assistantship Position Description

Office of Integrative Learning and Advising- Brooks College of Interdisciplinary Studies

Title: Graduate Assistant, Office of Integrative Learning and Advising

Full-time graduate students in the College Student Affairs Leadership program are eligible to apply. The position begins August 2015 and ends April 2016, with the option to renew for the following academic year. The GA earns a stipend of 4,000 dollars per semester and corresponding tuition waiver of 9 credit hours.

Context of Work:

Our office, going into its 5th year, is located within the Brooks College of Interdisciplinary Studies, the newest of the 8 colleges at GVSU. Our work is diverse, but serves two primary functions: We are the advising center for all students in Brooks College, and, create, facilitate, and manage programs to connect students to integrative learning experiences. Specifically, we run a professional development program for students, manage the university's common reading program, and support co-curricular work in introductory general education courses. Our office is small but nimble, and we are constantly identifying ways we can meet students' needs.

Because our work is so diverse, this position requires someone who is looking for a wide range of experiences and can manage projects independently. We engage stakeholders across campus, including students, faculty, staff, and administration, and require someone with an interest and skillset to manage relationships and take on multiple, distinctive roles on a daily basis. The position requires an interest in advising students with diverse backgrounds- a creative thinker who can help students both dream big and work through logistics. It is an exciting time for the office, as we are heading into a new phase of our development. We rely heavily on our graduate assistant who is often given significant responsibilities and freedom to make a project his/her own.

Essential Functions of the Position:

- Advise a caseload of students in Brooks College
 - Identify, develop, and apply advising competencies to meet students' needs (training, shadowing, etc.)
 - Lead outreach campaigns in order to ensure student success (including MapWorks, Student Success Collaborative, and Banner tools)
 - Keep apprised of best practices in academic advising, including professional development opportunities
 - Conduct research germane to working with interdisciplinary studies students
 - Develop relationships with faculty advisors in Brooks College to support and collaborate on advising-related initiatives
- Serve as project manager/support for programs in our office
 - Oversee Brooks College mentoring program
 - Manage mentoring programming in college by communicating all processes, programs, and ideas to mentors/mentees

- Match up mentor/mentees
 - Intervene/problem-solve to correct any miscommunication or questions that might arise
- Support coordination of Brooks Professional Series programs, including networking events and development programs
- Coordinate LIB 100/201 co-curriculum approval process
 - Oversee collection and communication of all co-curriculum programs with event coordinators
 - Serve as direct contact for all co-curricular submission questions/assistance from both staff and students seeking LIB 100/201 approval
- Community Reading Project support
 - Facilitate blackboard for CRP book selection and faculty
 - Create videos and identify resources for the book selection
 - Support events for the CRP, including the author visit
 - Serve on the book selection committee
- Other Duties
 - Office Research
 - Conduct research on topics to inform our practices
 - Create materials from research to use as both advising and office resources
 - Facilitate Social Media for office (Linkedin, Facebook, twitter)
 - Assist with office assessment/strategic planning
 - Update/develop office web pages
 - Attend meetings across campus on behalf of office
 - Other duties as assigned by the Director of Integrative Learning and Advising

Qualifications:

- Ability to work with a diverse group of students on a daily basis, often thinking through scenarios and ideas “on the fly.”
- Demonstrated adaptability and innovative approach to supporting and meeting student needs
- Experience planning and implementing projects from start to finish
- Excellent writing and communication skills
- Demonstrated ability to work independently and prioritize projects and tasks
- Experience working with interdisciplinary studies students and/or faculty a plus