

Grand Valley State University
College of Education

Graduate Assistant
Student Information and Services Center

Responsibilities

- Advise undergraduate students who are interested in becoming teachers and pursuing admission to the Undergraduate Teacher Education program. (15%)
 - Present information on undergraduate admission requirements to ED 315 classes.
 - Assist with Group Advising Sessions and New Student Orientation.
 - Attend GVSU Admissions Events to promote the COE and the Undergraduate Teacher Education Program.
 - Assist with Transfer Student Orientation.
- Advise high school and transfer students who are interested in becoming teachers and pursuing admission to the Undergraduate Teacher Education program. (10%)
 - Present information on undergraduate admission requirements to GRCC students enrolled in their ED 315.
 - Attend GRCC events that pertain to Teacher Education.
- Audit undergraduate students' professional programs for graduation/certification requirements. (40%)
- Review and update the Undergraduate Teacher Education student handbook and program information sheets. (10%)
- Assist with hiring, training, and supervising new and current student employees. (15%)
- Maintaining College of Education presence on Twitter account. (10%)

Qualifications

- Knowledge of K-12 teaching programs and career opportunities.
- Strong oral and written communication skills.
- Ability to relate to people in a helpful, positive manner.
- Analyzes situations and uses problem-solving skills.
- Detail oriented and able to handle multiple tasks.
- Effective organizational skills.
- Works efficiently with little supervision.
- Self-motivated and shows initiative.
- Develops timelines and meets deadlines.
- Experience with word processing, MS Access and Excel essential; knowledge of PowerPoint and desktop publishing desirable.

This Graduate Assistantship requires a baccalaureate degree. Preference is given to students in the CSAL master's degree (M.Ed. General Education: Adult and Higher Education: College Student Affairs Leadership (CSAL), although other full-time graduate students may be considered if they meet the other qualifications.