

College of Community and Public Service (CCPS) Undergraduate Advising Center Graduate Assistant

Terms:

This position is a full time, twenty (20) hours per week position on an extended year contract (August 1, 2016 - May 27, 2017). The work hours will be dependent on applicant availability and will be determined in coordination with the CCPS Undergraduate Advising Center prior to applicant selection. Hours of availability will need to be within the Advising Center operating hours of 8:30am-5:30pm Monday-Thursday and 8:30am-5pm on Friday. This assistantship is open to full-time graduate students only. This contract will also include a stipend of \$9,000 for the 10 month appointment and a tuition waiver for a maximum of 21 credits per year.

Brief Description (Approved by the Graduate College as a Research position):

This position will include the following responsibilities: Research philosophy & theory of academic advising profession and develop personal advising philosophy statement (5%); research current trend or issue in academic advising and present findings in an appropriate publication or conference presentation (in collaboration with a CCPS staff member) (30%); one-on-one and small group instruction related to academic success skills (time management, test taking, study skills, academic planning, navigating the university, involvement in high impact experiences, etc.) (45%); supervise the collection, organization, and analysis of data as part of the unit's overall assessment plan (15%); assist with new student orientation; assist with other academic support projects as determined by the Director (5%).

Primary Duties and Responsibilities:

This position is open for a College Student Affairs Leadership or Adult and Higher Education program student interested in gaining experience in the academic advising profession.

- Research Philosophy & Theory of Academic Advising Profession
 - Graduate Assistant will research and become familiar with the philosophy and history of Academic Advising and to develop a personal advising philosophy statement.
- Research Current Trend or Issue in Academic Advising
 - In conjunction with CCPS Advising staff member, the graduate assistant will pursue research related to the advising profession and present the findings with a presentation at a state or regional conference or article publication
- One-on-One and Small Group Instruction:
 - Engage with students to review degree requirements, create academic plans, and assess progression toward goals
 - Research, develop and present best practices for student success skills (Time Management, Test Taking, Study Skills, etc.)
 - Engage with students to successfully navigate University policies and procedures and connect with University resources
 - Connect students with appropriate High Impact Learning Practices
- Assessment:
 - Graduate Assistant will supervise the collection, organization, and analysis of data as part of the unit's overall assessment plan
 - Develop reports related to assessment activities
- Academic Support Projects
 - Assist with recruitment or student events such as student visitation days or new student orientation.
 - Special projects or assignments based on the office's needs and the student's interests.

The purpose of this assistantship is to:

- Gain a better understanding of academic advising philosophy and standards put forth by the National Academic Advising Association (NACADA) and The Council for the Advancement of Standards in Higher Education (CAS)
- Gain a better understanding of the academic needs of students through academic advising services offered by the College of Community and Public Service and the University as a whole.
- Develop skills and knowledge applicable to the advising profession

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. *A first-year graduate student will be a preferred candidate for this position.*
- Demonstrated effective communication and interpersonal skills
- Knowledge of basic computer and web applications (i.e., Word, Excel, Outlook email, etc.)
- Knowledge of the Internet, the library system, and databases
- The ability to organize work time and manage projects independently

Work Station:

The CCPS Advising Center is primarily located on the Pew Campus in downtown Grand Rapids. The Center supports over 2,000 undergraduate students who major or minor in Criminal Justice, Hospitality and Tourism Management, Legal Studies, Public and Non-Profit Administration, or Social Work. There is a satellite office in Allendale that is staffed several times per week. An office with computer and network printer will allow the graduate assistant to work independently.

Orientation/Supervision:

Orientation will be held the first week of work where an overview of the GVSU graduate assistantship policy as well as expectations and responsibilities of the position will be reviewed. The graduate assistant will be given continuous feedback and guidance by the Director and other staff of the CCPS Undergraduate Advising Center through regular one-on-one meetings.