

**College of Liberal Arts and Sciences
Academic Advising Center
Graduate Assistant Job Description**

Terms: This position is a full-time (20 hours per week), extended contract position. This assistantship is open to full-time graduate students only. This assistantship includes a tuition waiver of 9 graduate credit hours for fall and winter semesters and 3 credit hours for spring/summer semester and a stipend of \$4,500 per semester for the fall and winter semesters. Spring/summer is paid at an hourly equivalent to fall and winter. The tuition waiver shall not exceed 21 graduate credit hours per academic year. The contract runs August 1, 2016-May 26, 2017 (tentative) and it is expected from May 2017-August 2017 you will work 20 hours per week at an hourly equivalent to the stipend. Contract is renewable for up to 2 years.

Position Description/Responsibilities:

- 1) Academic Advising (75%):
 - a) Transfer Orientation-preparing information and teaching new students details regarding course selection, registration, degree requirements, and university information
 - i. Prepare informational packets for incoming transfer students
 - ii. Teach new transfer students about university, major, and degree requirements
 - iii. Teach individual students the registration process during orientations
 - iv. Assist in phone orientation by providing prospective students with information to guide them through registering for courses
 - v. Perform follow-up with students that are below full-time status and looking to sign up for additional courses
 - vi. Learn requirements for majors and minors in CLAS, including course sequencing and prerequisite requirements in order to teach to new students
 - vii. Communicate with academic departments and prospective students in regards to test scores and course equivalencies
 - b) Meet with students who are CLAS majors, or who are interested in a CLAS major in order to help them learn academic requirements, plan their academic program, and choose appropriate co-curricular activities.
 - i. Teach students how to utilize the degree analysis (myPath) for tracking program requirements and progress towards graduation
 - ii. Teach students to become independent learners and sound decision makers
 - iii. Teach students how to select an appropriate schedule, register for classes, declare a major, assist in career clarification and study skills development
 - iv. Introduce web services and resources
 - v. Problem solve as needed
 - vi. Refer students to appropriate faculty/advising staff/support programs
 - vii. Follow-up with students to ensure that plans were implemented and students are being successful academically, and adjusting well to GVSU
 - viii. Utilize Mapworks, the Student Success Collaborative, and other student-success programs to provide appropriate advising, referrals, and support to students
 - ix. Make recommendations to CLAS Advising Center staff for improving student services
- 2) CLAS Advising Center project support, may include some or all of the following (25%):
 - a) Co-teach/lead freshman and sophomore workshops and group advising sessions
 - b) Conduct research, data gathering and analysis for assessment purposes
 - c) Assist in file preparation for the Pre-Professional Steering Committee as well as monitor professional school applications
 - d) Assist in providing clear and accurate communication to students by:
 - a. Advising website
 - b. Facebook

- c. Twitter
- d. Orgsync
- e. Blackboard
- f. Other electronic means
- e) Other projects as assigned by advising center staff

Qualifications:

- Enrollment as a degree-seeking student in a graduate program at GVSU for a minimum of nine credit hours for both fall and winter semester, and six credit-hours in the spring/summer semester (preference given to students in the CSAL M.Ed. program)
- Understanding of research methods
- Ability to analyze information, develop meaningful plans and follow-through on implementation
- Knowledge of Grand Valley's policies and procedures, or willingness/ability to learn
- Familiarity with Grand Valley's Student Academic Support Resources, or willingness/ability to learn
- Proficiency in Microsoft Word and Outlook email
- Proven record of efficiency, accuracy, detail-orientation and strong organizational skills
- Willingness to adhere to office requirements for attendance and punctuality
- Problem-solving orientation
- Proven record of ability to meet deadlines

Selection Process:

The position will be advertised on the GSGA website and with Student Employment. Applicants are asked to submit a letter of introduction; a resume covering academic and non-academic accomplishments; the names, titles and contact information for three references; as well as college/university transcripts. Students in the COE Graduate program in Adult and Higher Education, and College Student Affairs Leadership concentration are preferred. Applicants whose skills, experience and career aspirations best match the position will be selected for face-to-face interviews.

Contact:

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