

## ***Padnos College of Engineering and Computing***

### **Title: Padnos College of Engineering and Computing Graduate Advising Assistant (1 position)**

#### **Terms:**

This is a 20 hour per week position, and is open to all full-time graduate students with preference given to students in Engineering, Computer Information Systems, Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs. This assistantship will begin August 1, 2016, and includes a summer appointment to assist with freshman, transfer, and international orientation. The assistantship will include tuition for 9 credit hours during Fall semester, 9 credit hours during Winter semester, and up to 6 credit hours during the Spring/Summer semester. The assistantship requires activities on day(s) in the week before each semester begins as assigned (IE, Final Registration). Appointments are annual, with a yearly stipend for this position of \$12,000.

#### **Position Description/Responsibilities:**

- Meet with prospective and current engineering, computer science and information systems, and occupational safety and health management students to help them understand career opportunities, plan their academic program, and choose appropriate co-curricular activities
- Provide advising to transfer students interested in engineering, computer science, and information systems, and occupational safety and health management to improve their academic success and retention, as well as providing relevant information on career opportunities and job market availability
- Make personal contact following the contact timeline with transfer and pre-engineering and computing students over the first year monitoring students' academic performance until secondary admission
- Perform student background research in support of transfer student orientation and advising
- Perform post-summer freshman orientation review for each student advised and scheduled
- Perform general researching activities in support of all student advising
- Review and relay GVSU policies, procedures, program requirements and available resources as needed
- Refer students to appropriate faculty, staff or support programs

#### **Other Responsibilities:**

- Make recommendations to Advising Center Director for improving student services
- Develop and assist in planning appropriate undergraduate programs and activities pertaining to advising, student success, campus resources, etc.
- Assist the Advising Center Director in keeping social media sites up to date, researching and implementing new methods of communication to inform the Padnos College of Engineering and Computing students
- Participate in PCEC K-12 Outreach activities 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 interactions with undergraduate students, faculty and staff

**Qualifications:**

- Enrollment as a degree-seeking graduate student at GVSU for a minimum of nine credit hours per fall and winter semesters, as well as up to six credit hours per spring/summer semester
- Knowledge of Grand Valley policies and procedures, or willingness/ability to learn
- Proficiency in computer applications (Microsoft Word, Excel, Outlook, etc.)
- Demonstrated interpersonal and problem-solving skills along with ability to manage time and projects independently