

Center for Undergraduate Scholar Engagement (CUSE)

## **Graduate Assistant Opening**

**Graduate Position Title:** CUSE - Fellowships Graduate Assistant

**Term:** 20 hours per week, full-time graduate assistantship, academic year position, August 26, 2024 – April 26, 2025.

**Orientation:** When the new GA arrives, we will share the GA handbook, going over the academic year calendar for the Fellowships Office and reviewing major points of responsibility. The new GA will also collaborate with the ongoing (second-year-in-place GA for the Office of Undergraduate Research), who can help to train and mentor the new arrival. We will have weekly zoom meetings between the Fellowships point person (the Associate Director of CUSE) and the GA. In addition, the Graduate School's mandatory New GA Orientation occurs on Friday, August 23<sup>rd</sup>, 3:00-4:00pm in the Loosemore Auditorium on the Pew Campus.

**First and second points of contact:** Dr. Brenda Tooley ([tooleyb@gvsu.edu](mailto:tooleyb@gvsu.edu)) and Dr. Susan Mendoza ([medozsu@gvsu.edu](mailto:medozsu@gvsu.edu))

### **Job Responsibilities:**

#### **CUSE and Frederik Meijer Office of Fellowship (FMoF) Outreach and Promotion (25%)**

- Host tables, attend campus events, and provide class presentations about fellowships/ FMoF and CUSE.
- Develop partnerships with academic and professional student clubs and promote appropriate fellowship opportunities.
- Host CUSE open office hours with the CUSE-OURS GA.
- Collect and curate student success stories (focus on fellowships).
- Provide additional event support as needed.

#### **Fellowship Advising and Program Support (75%)**

- Assist in the coordination and facilitation of FMoF programming (workshops and presentations).
- Assist with individual and group fellowship advising (support and encourage students as they explore and identify opportunities).
- Assist in maintaining the FMoF website and associated social media.
- Provide outreach to ensure that the FMoF has current promotion and publicity materials
- Offer one-on-one support for student applicants who are applying for study abroad fellowship opportunities (ex: IIE Gilman International Scholarship, IIE Freeman-Asia Scholarship, Frederick Douglass Summer Seminar in Ireland). This includes general advising and writing support.

- Provide direct student support by hosting office hours in the Office of Multicultural Affairs and the Padnos International Center.
- Work with the CUSE-OURS GA on collaborative projects as assigned.

The graduate student will interact with students, alumni, faculty, and staff at Grand Valley State University. The administrative responsibilities of this position are designed to develop and enhance program development, organizational, problem-solving, coordination, and interpersonal skills that are vital in any administrative leadership and/ or supervisory position.

**Required Qualifications:**

Must be fully admitted to a master's degree program at GVSU, enrolled for a minimum of nine credit hours per semester in a graduate program at Grand Valley State University, and in good academic standing.

Successful candidates will possess the following:

- effective verbal and written communication skills
- strong interpersonal and organizational skills
- project management skills
- an ability to work independently and as part of a team
- demonstrated commitment to working with diverse individuals and learners
- the ability to work occasional nights and weekends.

**Preferred Qualification:**

- Experience in the area of international engagement and study abroad is preferred.

**Work Station:** The GA will have a dedicated workspace in 230 LIB. Hybrid work schedules (in-seat and remote) are available.

**Supervision:** Graduate assistant will report directly to Dr. Brenda Tooley, Associate Director of CUSE and work collaboratively with all CUSE staff

**Compensation:** Assistantship includes a tuition waiver of nine credits and a salary of \$6,500 per semester.

**Application Instructions:** Submit a letter of introduction tailored to this position along with a résumé, or CV. Please address materials to Dr. Brenda Tooley and email them to [cuse@gvsu.edu](mailto:cuse@gvsu.edu). Questions regarding the position can be directed to [cuse@gvsu.edu](mailto:cuse@gvsu.edu).

Hours of work will be established at twenty hours a week – Monday through Friday. Specific hours will be discussed during the interview process.