

## POSITION DESCRIPTION

---

**Position Title:** Graduate Assistant

**Job Code:**

**Division/Department:** Dean of Students Office (DSO)

**Classification:**

---

### Summary

The Graduate Assistant (GA) for the Dean of Students Office (DSO) is a valued team member within the DSO. The GA is primarily responsible for engaging with students through student meetings involving CARE Team services, and special projects and events coordinated by the Dean of Students Office.

The GA will have an opportunity to connect theory to practice by meeting with students one-on-one, facilitating case management meetings, attending regular staff and CARE Team meetings, participating in outreach activities, and facilitating a wide variety of presentations and trainings to various campus stakeholders.

### TERMS

This 10-month GA position must work 20 hours per week and will be supervised by the Assistant Dean of Students. The start date for the 10-month contract is August 4, 2025, with an end date of May 9, 2026.

Remuneration includes 21 credits per year (9 fall, 9 winter, 3 spring/summer).

Compensation will be through a stipend total of \$14,000 annually which will be allocated as \$7,000 per semester, Fall and Winter semesters.

### PRIMARY DUTIES

1. Receive and review CARE referrals and provide outreach and support to students in distress. 50%
2. Help with logistical support for educational tabling events, campus life night, commencement, and other campus events. 10%
3. Maintain and manage case records in the Maxient student case manager system. 20%
4. Attend DSO staff meetings and one-on-one meetings as scheduled. 10%
5. Assist in informing campus stakeholders on university CARE Services. 5%
6. Performs other duties as required/assigned by the Assistant Dean of Students or their designee. 5%

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Fully enrolled in a graduate program, preferably the College Student Affairs Leadership (CSAL) program, in good academic standing and maintain a 3.0 or higher GPA throughout the length of the GA contract
- Effectively listen and communicate, verbally and in writing
- Manage and respect sensitive and confidential student information
- Pay attention to details
- Manage multiple projects and tasks while working independently
- Work with campus stakeholders from diverse backgrounds and perspectives
- Must be eager to learn, possess a positive attitude, committed to student success and have an interest in Higher Education Case Management

### LEARNING OUTCOMES

- Develop knowledge of the History and best practices within the field of Higher Education Case Management
- Assist students in finding resources through advocacy and connection efforts

- Project management experience
- Enhance facilitation and presentation skills
- Improve listening, communication, reasoning, negotiating, problem-solving, and decision-making skills

### **WORKING CONDITIONS**

Incumbent will report to the Student CARE and Outreach Case Manager Katie Perschbacher. Contact information is [perschka@gvsu.edu](mailto:perschka@gvsu.edu).

Normal office environment with dedicated work space provided in Student Services Building. Some travel may be required.

Position will be posted in Workday and selection will be conducted in conjunction with the CSAL graduate assistant process during the Winter semester.

Will attend the Graduate School's mandatory New GA Orientation on Friday, August 22, 2025, 3:00-4:00pm in Loosemore Auditorium on the downtown Pew campus.

Physical Demands: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.

---