



Title: International Application Processor Graduate Assistant

Terms: This is a full-time, 20 hours per week, 9-month graduate assistantship (GA) position available from August 26, 2024, to April 26, 2025. It is open to full-time graduate students and includes a tuition waiver of 9 credit hours in the fall and winter semesters, as well as a stipend of \$6,000 per semester.

Responsibilities: The International Application Processing Graduate Assistant will assist the Associate Director for Admissions and Recruitment responsible for international recruitment. The GA must maintain confidentiality of all information.

- **Process international transcripts (80%):** Upload and process international student transcripts in the CRM system.
- **Process test scores (10%):** Upload and process test scores in the CRM system.
- **Respond to inbox messages (10%):** Respond appropriately to inbox messages related to international applications. If unable to answer questions, research the answer and/or direct the inquiry to the Associate Director for Admissions and Recruitment.

Learning Outcomes:

- Enhance the graduate assistant's academic experience by increasing their knowledge of student application systems and the functions of university systems and services.
- Improve listening and problem-solving skills, especially concerning undergraduate student needs.
- Develop and refine professional written and oral communication skills through interaction with undergraduate students, faculty, and staff.
- Become familiar with university resources available to students.

Qualifications:

- Must be enrolled as a full-time, degree-seeking graduate student at GVSU.
- Demonstrated effective communication and interpersonal skills.
- Knowledge of basic computer and web applications (e.g., Word, Excel, Outlook).
- Ability to organize work time and manage projects independently.

Workstation: This position will have a workspace at the Allendale campus. A workstation, including a laptop and a Zoom phone login, will be provided.

Orientation: Orientation will be held during the first week of work. An overview of the graduate assistantship expectations and responsibilities will be reviewed. Mandatory new graduate student



orientation will occur on August 23, 2024, from 3:00 to 4:00 PM in Loosemore Auditorium on the downtown Pew Campus.

Supervision: The graduate assistant will receive continuous feedback and guidance from the Associate Director for Admissions and Recruitment through regular one-on-one meetings.

Selection Process: Interested individuals may apply for this position by submitting a current resume and cover letter indicating applicable skills, interests, and career goals. Review of applications will begin as they are received.

Contact Information:

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