

Graduate Assistant – Scholarships Team

Office of Financial Aid & Scholarships

Terms:

Academic year contract: the stipend is \$12,000 per academic year (\$6,000 per semester) and a tuition waiver. This is a 20 hour per week position open to full-time graduate students that starts one week before fall semester and goes through the end of April. This assistantship includes a tuition waiver of 9 graduate credits per semester, not to exceed a total of 18 per academic year. The assistantship is a one-year term with the possibility of an additional year upon successful review at the end of the year.

Primary Duties and Responsibilities: The graduate assistant can anticipate their duties being broken up in the following manner:

- Working with current students to help find scholarship opportunities (30%)
- Complete scholarship need analysis spreadsheets for scholarship committees (30%)
- Check and respond to emails in the scholarship email box daily (20%)
- Help to schedule, plan and present at various outreach events for the Financial Aid Office (10%)
- Assist with office customer service and outreach efforts to promote scholarship applications by (10%)
 - Creating Social Media content
 - Contacting eligible students to notify them of opportunities
 - Contacting departments to let them know of new scholarships that may be available for their students

Learning Outcomes:

- Understand the scholarship process and resources available to GVSU students
- Gain an understanding of the various factors affecting college student attendance and persistence.
- Enhance public speaking skills by presenting to current and prospective students and their families.
- Develop listening and problem-solving skills, especially in regards to 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

- Work independently and as a member of a team in order to complete projects

Qualifications:

- Must be enrolled as a degree-seeking graduate student at Grand Valley State University for a minimum of nine credit hours per semester
- Demonstrated effective communication and interpersonal skills
- Knowledge of basic computer and web applications (i.e., Word, Excel, Outlook email, etc.)
- The ability to organize work time and manage projects independently

Work Station:

This position will primarily work out of a shared office space with other graduate students. A workstation equipped with a computer and all essential supplies will be provided.

Orientation and Training:

Graduate Assistants are required to participate in a mandatory orientation on Friday, August 23, 2024 from 3-4pm in Loosemore Auditorium on the Pew Campus.

As part of the Office of Financial Aid & Scholarships orientation this GA will have meetings scheduled with all staff members so they can meet with them and learn all the areas of our office. The in-depth training will be provided by the direct supervisor and the rest of the scholarships staff. Detailed training materials will be provided.

Supervision:

This Graduate Assistant position is supervised by the Assistant Director of Scholarships. This position will have individual meetings with their supervisor at least every other week to ask questions and address any concerns. Performance reviews are conducted every semester utilizing the Graduate Schools evaluation.

Selection Process:

Application materials: please upload your resume, cover letter and three references. You will also be asked to complete a short application.

The scholarships staff will review all applicant materials and invite finalists to interview with the committee.

Contact Information:

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