

## Basic information

### Job title

Frey Foundation Chair Graduate Assistant

### Position type

Graduate School

### Work-Study program

No

### Job description

**Position:** Frey Foundation Chair for Family Philanthropy Graduate Assistant

**Compensation & Hours:** This is a 9-month full-time position that provides 30 weeks of 20 hours per week (600 hours total) of work with an \$8000 stipend (\$4,000 per semester, Fall and Winter semesters) and 18 credit hours of tuition waiver (9 credits per semester, Fall and Winter semesters). This position begins August 26, 2024 and ends April 26, 2025.

**Location:** The Johnson Center for Philanthropy is located on the Pew Campus of Grand Valley State University. We are in BIK 200, which is close to Winter and Secchia Halls, and the Seidman College of Business.

**Flexibility:** This position allows for both online and in-person; however, some in-person meetings may be required. Your work schedule works around your class schedule.

**About the Johnson Center for Philanthropy:** We are focused on understanding, strengthening, and advancing the philanthropic sector. We do this through applied research and evaluation; professional development training and tools for nonprofit and foundation leaders; and our endowed chairs in family philanthropy and in community philanthropy.

**About the Role:** The graduate assistant for the Frey Foundation Chair for Family Philanthropy will provide support to the work of the chair and includes, but is not limited to, the following:

- Undertake background research and literature reviews, and prepare summaries of findings 30%
- Conduct qualitative and quantitative data analysis 30%
- Help with the preparation of presentations, reports, articles, and other documents 20%
- Assist on multiple aspects of client projects, including coordination, evaluation, and deliverables 15%
- Participate in and support of Jonson Center advents, as directed 5%

**About you:** All majors are encouraged to apply. Ideally, you have all of the following characteristics. However, many excellent candidates will have only some of the characteristics below. We provide on

the job training and supervision. We encourage you to apply if you would use the majority of these characteristics to describe yourself:

- Demonstrated interest and involvement in philanthropy, nonprofits, and volunteering
- Experience with the Microsoft Office Suite - Word, Excel, PowerPoint, Outlook
- Experience with survey and/or data analysis software - Qualtrics, nVivo, MAXQDA
- Strong attention to detail
- Excellent communication skills, both written and oral
- Ability to meet short deadlines
- Ability to manage multiple projects, be organized, and prioritize

**Requirements:** As a potential candidate for this graduate assistantship, the following items are required:

- Student must be fully admitted to a GVSU graduate degree program
- 3.0 GPA or higher
- U.S. work authorization

**Orientation:** The Frey Chair, with support from the Kellogg Chair, will provide orientation of the research duties of the GA and the Johnson Center's administrative staff will provide orientation to the relevant systems and procedures that apply to all staff. This will take place during the first week of the GA's appointment and continue as needed. The GA must attend the mandatory New GA Orientation on Friday, August 23, 2024, 3:00-4:00pm in Loosemore Auditorium on the Pew campus.

**Supervision:** The Frey Chair will serve as the direct supervisor to the GA, providing direction and feedback on a weekly basis throughout the school year. Performance will be assessed based upon the timeliness and quality of the assignments completed on an ongoing basis. The Chair will also provide any additional feedback in compliance with the expectations of GVSU.

**Selection Process:** Send your resume and cover letter that highlights your qualifications and explains your interest in the position by 11:59pm May 12<sup>th</sup> to Jana Einfeld – [einfeldja@gvsu.edu](mailto:einfeldja@gvsu.edu), and be sure to include Frey Foundation Chair for Family Philanthropy Graduate Assistant in the subject.