Graduate Assistant Position Description
2016-2017

Title: College Adviser

Terms: The graduate assistant (GA) position is for a full-time (20 hour per week) position from August 29, 2016 to April 28, 2017. The graduate assistant must be a full time graduate student. This assistantship includes a tuition waiver of nine in-state tuition graduate credit hours and a stipend of $4,000 per semester for the Fall 2016 and Winter 2017 semesters.

Responsibilities:

Interacting 20 hours a week with high school students and families in the assigned high school to provide relevant information about postsecondary education and the college choice/financial aid processes (approximately 55% of time)
• Encourage each student to consider a broad range of appropriate college choices
• Develop a comprehensive college timeline, including application deadlines for admission and financial aid for each student
• Help each student complete and submit admissions and financial aid applications
• Assist each student in interpreting correspondence from colleges, including offers of admission and financial aid

Organize group events that encourage students and their families to consider, plan for, and apply to colleges and universities in partnership with the Michigan College Access Network (MCAN) and the activities MCAN supports (i.e., College Application Month, FAFSA Completion Day, & College Decision Day) (approximately 15% of time)
• Visit classrooms, assemblies, and club meetings to offer services and emphasize the necessity of postsecondary study
• Host regular workshops for the families of students to discuss topics relevant to college preparation
• Organize college visits and college representative visits

Establish productive collegial relationships with principals, school counselors, and teachers in assigned high school as well as other community-based college access professionals (approximately 10% of time)
• Assess, in consultation with the high school, the particular assets and needs of assigned school, and adapt and adopt programs and activities to reinforce existing activities to expand the services provided to students and avoid duplication
• Actively seek the advice and counsel of the on-site supervisor at assigned high school
Assist in the assessment and long-term sustainability of the program (approximately 10% of time)
• Assist Grand Valley State University (GVSU) lead contact and School Counselor Program Director (Professor Shawn Bulsma) to identify, collect, and interpret key progress and outcome data to evaluate the effectiveness of the placement of a graduate student as a college adviser
• Submit monthly progress reports to the GVSU school counselor program director documenting progress and outcome data

Maintain expertise in admissions and financial-aid advising (approximately 10% of time)
• Participate fully in training opportunities in the fall
• In consultation with the program director, seek out and participate in other opportunities for professional development

Qualifications:
• Acceptance as a full time graduate student in the Master’s of Education school counseling program is preferred. Students accepted in the Master’s of Education College Student Affairs Leadership program will also be considered.
• Ability to travel to service site (Godwin Heights High School - GHHS) for work 20 hours per week
• Ability to effectively partner with students, faculty, and staff including those from diverse backgrounds
• Previous experience demonstrating strong leadership abilities, influencing others in a positive manner while achieving goals, and effectively communicating ideas and generating support for ideas
• Ability to serve independently and analytically, exercise discretion and good judgment
• Excellent verbal and written communication skills; proficient computer skills
• Ability to manage multiple projects; strong planning and organizational skills
• Demonstrate program development and management experience
• Willingness to handle complex and detail-oriented tasks and projects
• Team-oriented towards program design, implementation, and evaluation
• High energy, creativity, ability to assume responsibility; take initiative and develop new programs
• Willingness to submit to a comprehensive criminal history check

Work Station: GHHS is located at 50 35th St SW, Grand Rapids, MI 49548. A workstation with computer and network printer will allow the graduate assistant to work independently.
Orientation: Orientation will be held the first week of work in partnership with MCAN (August 29 – September 1, 2017 from 10am – 4pm at 222 N. Chestnut Street, Lansing, Michigan 48933). An overview of the various projects will be provided, along with discussion of the GVSU graduate assistantship policy as well as expectations and responsibilities of the position. Participation in the GVSU Graduate Assistantship Orientation is required on August 26 from 4pm-5pm in the Loosemore Auditorium on the GVSU Pew Campus. A regular work schedule will be agreed upon in consultation with the GVSU School Counselor Program Director and GHHS school counselors and principal during their orientation.

Supervision The GVSU School Counselor Program Director will provide overall supervision, and the GHHS school counselors and the GHHS principal will provide on-site supervision. The GA will receive weekly informal feedback from the on-site supervisors as well as summative feedback from the GVSU School Counselor Program coordinator at the end of each semester.

Contact Information:

Shawn Bultsma, School Counselor Program Coordinator
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Grand Rapids, MI 49504
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Email: bultsmas@gvsu.edu

Selection Process: The position will be advertised on the Office of Graduate Studies (OGS) website. Applicants are asked to send a letter of introduction, along with a resume of academic and non-academic accomplishments directly to Dr. Shawn Bultsma using the email provided in the Contact Information area of this description. Face-to-face interviews will be held with applicants whose skills, experience, and career aspirations best match the position. The deadline to apply for this position is August 19, 2016 at Noon (EST).