

TITLE

Communication Graduate Assistant (GA) in the GVSU School of Communications.

TERMS

This position is a full-time, 20 hours per week position, for the entire 2024-25 academic year (August 26, 2024 to April 27, 2025). **This assistantship is open to full-time communication (MCom) graduate students only.** This assistantship includes a tuition waiver of 9 graduate credit hours and a stipend of \$4,000 per semester for both the Fall 2024 and Winter 2025 semesters.

RESPONSIBILITIES

The Communication Graduate Assistant (GA), under the supervision of School of Communications Associate Director Dr. Len O'Kelly, will provide website and social media support for the School of Communications (approximately 80%). This includes updating and creating content for the School of Communications website and maintaining the School's presence on Facebook, Twitter, Instagram, etc. The GA will also write and distribute the School of Communications newsletter each week. Occasional attendance at School of Communications events, both on- and off-campus, may be required so as to obtain materials for the School's social media feeds.

The remainder of the GA's time (approximately 20%) will be devoted to communication that will assist in the recruitment of undergraduate students to the School of Communications. Duties include researching and maintaining points of contact for high schools in the Kent, Ottawa, and Allegan county areas as well as community colleges across the state of Michigan.

This GA position is a supportive role to the School of Communications faculty. These responsibilities will enhance the GA's academic experience by providing the student with an opportunity to develop research and data compiling skills. It is anticipated that this GA experience will allow the student to build stronger competencies in communication and deeper technical knowledge and skills.

QUALIFICATIONS

- Strong work ethic and commitment to excellence.
- Good interpersonal skills and ability to take direction.
- The ability to work independently, organize work time, and manage projects.
- Excellent writing, editing, grammar, and proofreading skills.
- Competence regarding social media and website development, or ability to learn quickly.
- Strong ability to adapt communication styles to diverse populations.

ELIGIBLE STUDENTS

- Admitted to the MCom program not later than for the Fall 2024 semester.
- Full time communication graduate students enrolled in a minimum of 9 credit hours per semester (Fall and Winter).
- In good academic standing.

WORKSTATION / DESK

- The GA will have a workstation in the School of Communications on the Allendale Campus. Work will primarily be done in Allendale with the possibility of online/hybrid work as determined in consultation with the supervisor.

ORIENTATION / SUPERVISION

Orientation will be held the first week of employment. Various duties and responsibilities will be reviewed. Appropriate training will be provided. Supervision will be provided by the Associate Director of the School of Communications, Dr. Len O’Kelly, in consultation with the Communication Graduate Program Director, Dr. Anthony Spencer.

Additionally, all graduate assistants at GVSU are required to complete the Graduate School’s New GA Orientation. This will be held on Friday, August 23, 2024 from 3:00-4:00pm in Loosemore Auditorium on the Downtown Grand Rapids Pew campus.

CONTACT INFORMATION

Dr. Len O’Kelly, Associate Director
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SELECTION PROCESS

Interested students should send a cover letter and resume to okellyle@gvsu.edu not later than May 31, 2024. Earlier application submissions are encouraged.

Deadline for application is Friday, May 31, 2024.

The Review Committee will contact those deemed most qualified for the position. Interviews will be held (over phone or Zoom if necessary) with applicants whose skills, experience, and career aspirations best match the position.