Frederik Meijer Office of Fellowships
Graduate Assistant Job Description

This position is a full-time (20 hours per week) position. This assistantship is open to full-time graduate students enrolled at GVSU, including such related areas Communications, Education, English, Marketing, Public Administration. Given the nature of the position, preference may be given to students enrolled in the Adult and Higher Education or College Student Affairs Leadership Program. This assistantship includes a tuition waiver of 9 graduate credit hours per Fall and Winter Semester, as well as a stipend of $8,000 for a 9-month appointment. A parking pass waiver is also provided.

Position Description/Responsibilities:

I) Assist Director in advising GVSU students and alumni regarding inter/nationally competitive fellowship, scholarship and award opportunities, e.g.:

- Guiding candidates through application requirements and processes for diverse fellowship opportunities
- Assisting candidates in crafting parallel plans regarding career/educational goals and fellowships
- Referring candidates to databases, websites and other funding resources
- Reviewing GVSU campus review policies and procedures with applicants, as applicable
- Problem solving, follow-up, one-on-one and group support for applicants as needed
- Referring students/alumni to appropriate faculty, staff or other campus resources
- Attending campus recruiting events

II) Assist Director with project support, including:

- Coordinating & facilitating workshops, presentations and group advising sessions
- Conducting application follow-up, data-tracking and evaluation for assessment purposes
- Maintaining databases and websites
- Developing programming
- Other projects as assigned

III) Provide communications and planning support, including:

- Designing outreach and communications materials such as flyers, bulletins and brochures
- Coordinating and preparing materials for collaborative work with campus partners (Padnos International Center, Writing Center/Knowledge Market, advising centers, Center for Scholarly and Creative Excellence, Office for Community Engagement, Hauenstein Center, etc.)
- Producing outreach materials (for students, faculty, staff and other campus constituencies)
- Drafting, formatting and disseminating materials for workshops, events and campus review processes
- Maintaining Office of Fellowships website

These responsibilities will offer the Graduate Assistant (GA) sustained opportunity to expand knowledge of funding opportunities for undergraduate, graduate and professional students at the local, state, national and global levels. Graduate students in this position will gain advanced training in grants (writing, program administration, proposal development, budgeting, reporting and results dissemination), outreach, marketing, advising, community engagement and development.

In addition, the GA will gain an understanding of the functioning of university systems and services, and also have the opportunity to improve advising, problem-solving, oral and written communication skills through interaction with students, alumni, faculty, staff and other GVSU constituencies. The GA will contribute to program creation, implementation and evaluation and acquire extensive experience in program assessment, while having regular opportunities for on-going professionalization. The percentage of time spent on each of these main areas of responsibility will vary on weekly and monthly basis in accordance with the demands of the application cycles for public and private funding agencies in the US and abroad.
Qualifications:

- Enrollment as a degree-seeking student in a GVSU graduate program for a minimum of nine credit hours per semester
- Excellent oral and written communication skills
- Exceptional research skills (ability to analyze information, develop and implement meaningful plans)
- Knowledge of (or a willingness & ability to learn): GVSU policies and procedures, Student Services and Resources, Appointment Manager/Banner
- Proficiency in Microsoft Office and Outlook email
- Proven record of efficiency, accuracy and organizational skills
- Creative and enthusiastic spirit
- Ability to work independently

Preferred Qualifications:

- Knowledge of/ experience with competitive fellowship opportunities (strongly preferred)
- International experience
- Experience as an adviser, writing tutor, etc.
- Proficiency with website design (html, CSS/CMS)
- Proficiency with Adobe Acrobat, Illustrator or InDesign, Photoshop, etc.

Work Station:

The Frederik Meijer Office of Fellowships is located in 230 Mary Idema Pew Library on the Allendale Campus. Office space will be provided for the graduate assistant, along with necessary technology needs.

Orientation/Supervision:

The Graduate Assistant will receive initial basic training, and will continuously work closely with the Director of Fellowships to advise and introduce award opportunities to students individually and in group settings, to collaborate on projects and assignments. The Director will provide assistance, mentoring and professional development opportunities throughout the assistantship.

Introductory and ongoing training will be provided regarding (evolving) fellowship opportunities, timelines, policies and procedures, as well as development of the advising relationship and philosophical approach to fellowship advising.

Supervision will be provided by the Director of the Frederik Meijer Office of Fellowships, with timely feedback and evaluation provided as needed.

Selection Process:

The position will be advertised on the Graduate Studies website and with Student Employment. Applicants should submit a letter of introduction, a CV covering academic and non-academic accomplishments, official academic transcripts (copies are fine) and contact information (name, title, & etc.) for three references.

Applicants whose skills, experience and career aspirations best match the position will be selected for in-person interviews.

Application Deadline:

Contact:
Director, Frederik Meijer Office of Fellowships
part of the Frederik Meijer Honors College
230 Mary Idema Pew Library
1 Campus Drive
Allendale MI 49401
Dept: 616-331-2699
lamberel@gvsu.edu