Description: Graduate assistants serve primarily as academic advisors to undergraduate business majors. Additionally, they represent Seidman College of Business at some Admissions functions and serve as part-time professionals in a variety of managerial capacities.

Compensation: 9 credit (Fall/Winter), tuition, fees, and parking pass waiver and a stipend each semester

Employment Period: 20 hours per week, 16 weeks per semester, Fall & Winter; Summer employment is on an hourly basis.

Supervision: Reports to Coordinator of Seidman Undergraduate Programs

Qualifications:
♦ Full-time student admitted to GVSU graduate program
♦ Computer literacy, experience with Microsoft Office and Windows preferred
♦ Interpersonal communication skills with an orientation to customer service
♦ Writing ability and attention to detail

Responsibilities:
♦ Assist students with scheduling, dropping or adding courses, interpreting degree analyses
♦ Assist students by telephone and in-person appointments
♦ Perform degree audits for graduating students
♦ Assist at Admissions recruiting events
♦ Give tours of the L. William Seidman Center for prospective students and families
♦ Schedule transfer students both by appointment and at orientation functions
♦ Display a positive, customer-service oriented attitude
♦ Complete projects as assigned