

GRAND VALLEY STATE UNIVERSITY

Career Center

College Student Affairs Leadership (CSAL)

Graduate Assistant

Responsibilities

Participates as a full-fledged member of the Career Center team with direct student, employer, faculty and staff interaction

- Advises students and alumni on experiential education and career subjects
- Builds and maintains relationships with employers, faculty and staff
- Researches, utilizes and develops technology to work with constituents
- Develops a working knowledge of the departmental functions and career resources
- Plans and conducts career events such as the Etiquette Dinner, Summer Job Fair, Speed Interviewing, Resume Workshops and Careers In...
- Assists in teaching US102 (Career Planning), US301 (Job Search & Strategies) and/or equivalent courses
- Supervises a peer advising group (Career Connectors) and Student Ambassadors
- Researches and completes special projects with opportunity to make input on choosing ones aligned with personal and professional interests

Receives comprehensive training in all of these areas, including how to assist students and alumni with résumé development, networking, interview skills, and strategies for finding internships, co-ops and jobs as well as other issues related to employment.

An experienced supervisor will be assigned to each GA. A Learning Contract will be developed and serve as a guide for a meaningful experience. In collaboration with the CSAL Professional Development Committee, the GA will gain competency in a number of relevant areas. Competencies are developed through the work of the assistantship, the CSAL academic program, and through participation in monthly professional development sessions.

Qualifications

- Passion for helping students/alumni succeed, with demonstrated willingness to learn more about employment strategies and techniques
- Ability to convey respect, caring and professionalism to all constituents
- Excellent verbal and written communication skills
- Willingness to take initiative, participate in staff/divisional meetings, contribute ideas and insights, and give and receive constructive feedback
- Strong organizational skills, ability to pay attention to detail while managing multiple tasks
- Experience with MS Office, including Excel as well as the Internet and current technology
- Prefer some work experience outside of higher education

This GA requires a baccalaureate degree and admission to the Masters of Education in the School of Education with a CSAL concentration. The GA will work 20 hours per week for a ten month, extended, contract (generally from the last Friday in July through the last Friday in May.) A tuition waiver covers up to 21 graduate credit hours per academic year and a stipend is also included.

Work Environment

The GA works primarily in the Career Center offices in Allendale or at DeVos at designated work stations. Some travel to other locations, both on-campus and off-campus, such as employer facilities, will be required.

Supervision

The GA is supervised by one assigned Assistant or Associate Director of the Career Center. Performance is evaluated at the end of both fall and winter semesters. GA supervisors are encouraged to participate in training offered by the CSAL Professional Development Committee. A number of our staff are CSAL alumni.

Contact: Ginger Lange, Associate Director, langeg@gvsu.edu