

## **Graduate Assistantship Job Description**

### **The Oliver Wilson Freshman Academy and Student Academic Success Center**

The Student Academic Success Center (SASC) unit provides students with academic advising, support services, and resources to complete educational and career goals.

The Freshman Academy is a support program that offers comprehensive and collaborative services to students who have demonstrated a strong potential for academic success in college and who are either from an underrepresented high school or the first in their families to attend college. Students selected for the Freshman Academy program during the process of admission receive intensive academic support.

This is a 20 hour a week position, starting Aug 1, 2013 to May 25, 2014. There will be some evening hours and occasional weekends.

#### **Duties and Responsibilities:**

- Provide, advising assistance to program participants, under supervision.
- Meet with individual participants and assist them in their transition to college.
- Attend learning skills trainings, collaborate with Learning Skills Coordinator and provide learning skills to participants.
- Present and teach study skills to participants.
- Initiate appropriate campus and community referrals for participants, including referrals to high impact learning experiences.
- Design and maintain a Facebook page for participants in an attempt to build community and communicate information.
- Follow up with inactive participants.
- Plan and implement social and cultural activities for participants.
- Collaborate with other programs and develop a study table for participants, encourage participants to attend, maintain records of those that attended, and on occasions, supervise study tables.
- Maintain walk-in advising hours in the Student Academic Success Center.
- Maintain and analyze data. (*research*)
- Research current trends and issues involved in providing services to “at risk” students and recommend program changes based on best practices. (*research*)
- Other duties as assigned.

#### **Skills and Experiences needed:**

- Must be enrolled in a degree seeking graduate program at GVSU, taking a minimum of 9 credit hours per semester
- Previous experiences in working with diverse students, including cultural and economical diversity.
- Good computer skills, including experience with Word, Access, and PowerPoint
- Must be available Tuesday from 4-8 p.m.
- Must demonstrated understanding of learning skills.

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