

## **Practicum Position**

**Term:** Academic Year 2016-2017, Fall **and** Winter (Fall has a practicum and Winter the selected student will be paid \$10 per hour)

### **Position Description/Responsibilities:**

- Academic Support (For Second Year Freshman Academy Students and University Prep Academy students below a 2.0)
  - Meet with students by weekly and monitor their academic progress
  - Refer students to appropriate academic support services on campus.
  - Review course syllabi with each student and develop a plan to successful complete all the requirements.
  - Ensure that students complete Academic Progress Reports with faculty and make sure that appropriate advisors get this information
- Academic Advising
  - Review schedules and make sure students are taking the right course to be successful each semester.
  - For students pursuing secondary admit programs, discuss admission requirements and back up plans.
  - Review degree analysis and program requirements with students
  - Provide 3 hours of walk-in Academic Advising at North C
- Career and Leadership Development
  - Assist students in developing a learning contract that addresses both Career Readiness skills and leadership skills.
  - Meet with students regular to ensure that they are meeting the objectives identified in learning contract.

### **Qualifications:**

- Enrollment as a degree-seeking student in a graduate program at GVSU with preference to students in the COE Graduate program in Adult and Higher Education or College of Student Affairs Leadership
- Knowledge of Grand Valley's policies and procedures, or willingness/ability to learn
- Familiarity with Grand Valley's Student Services and Resources, or minimally a willingness/ability to learn
- Minimally, proficiency in Microsoft Word and GroupWise email; preferred experience in maintenance of websites and use of technology in academic advising
- Desire to work with students from diverse backgrounds

Submitted by Sulari White, Associate Director, Student Academic Success Center

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Freshman Academy Program (FA), which 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 and/or the first in their families to attend college. Students selected for the Freshman Academy Program receive intensive academic support during their first year and the second year is focused on developing career readiness and leadership skills.

