

**College of Liberal Arts and Sciences  
Academic Advising Center  
Graduate Assistant Job Description**

**Terms:** This position is a full-time (20 hours per week), extended contract position. This assistantship is open to full-time graduate students only. This assistantship includes a tuition waiver of 9 graduate credit hours for fall and winter semesters and 3 credit hours for spring/summer semester and a stipend of \$4,500 per semester for the fall and winter semesters. Spring/summer is paid at an hourly equivalent to fall and winter. The tuition waiver shall not exceed 21 graduate credit hours per academic year. The contract runs July 30, 2018-May 24, 2019 (tentative) and it is expected from May 2019-August 2019 you will work 20 hours per week at an hourly equivalent to the stipend. Contract is renewable for up to 2 years.

**Position Description/Responsibilities:**

- 1) Academic Advising (75%):
  - a) Transfer Orientation-preparing information and teaching new students details regarding course selection, registration, degree requirements, and university information
    - i. Prepare informational packets for incoming transfer students
    - ii. Teach new transfer students about university, major, and degree requirements
    - iii. Teach individual students the registration process during orientations
    - iv. Assist in phone orientation by providing prospective students with information to guide them through registering for courses
    - v. Perform follow-up with students that are below full-time status and looking to sign up for additional courses
    - vi. Learn requirements for majors and minors in CLAS, including course sequencing and prerequisite requirements in order to teach to new students
    - vii. Communicate with academic departments and prospective students in regards to test scores and course equivalencies
  - b) Meet with students who are CLAS majors, or who are interested in a CLAS major in order to help them learn academic requirements, plan their academic program, and choose appropriate co-curricular activities.
    - i. Teach students how to utilize the degree analysis (myPath) for tracking program requirements and progress towards graduation
    - ii. Teach students to become independent learners and sound decision makers
    - iii. Teach students how to select an appropriate schedule, register for classes, declare a major, assist in career clarification and study skills development
    - iv. Introduce web services and resources
    - v. Problem solve as needed
    - vi. Refer students to appropriate faculty/advising staff/support programs
    - vii. Follow-up with students to ensure that plans were implemented and students are being successful academically, and adjusting well to GVSU
    - viii. Utilize the Student Success Collaborative, and other student-success programs to provide appropriate advising, referrals, and support to students
    - ix. Make recommendations to CLAS Advising Center staff for improving student services
- 2) CLAS Advising Center project support, may include some or all of the following (25%):
  - a) Co-teach/lead freshman and sophomore workshops and group advising sessions
  - b) Conduct research, data gathering and analysis for assessment purposes
  - c) Assist in file preparation for the Pre-Professional Steering Committee as well as monitor professional school applications
  - d) Assist in providing clear and accurate communication to students by:
    - a. Advising website
    - b. Facebook

- c. Twitter
- d. Orgsync
- e. Blackboard
- f. Other electronic means
- e) Other projects as assigned by advising center staff

**Qualifications:**

- Enrollment as a degree-seeking student in a graduate program at GVSU for a minimum of nine credit hours for both fall and winter semester, and six credit-hours in the spring/summer semester (preference given to students in the CSAL M.Ed. program)
- Ability to analyze information, develop meaningful plans and follow-through on implementation
- Knowledge of Grand Valley's policies and procedures, or willingness/ability to learn
- Familiarity with Grand Valley's Student Academic Support Resources, or willingness/ability to learn
- Proficiency in Microsoft Word and Outlook email
- Proven record of efficiency, accuracy, detail-orientation and strong organizational skills
- Willingness to adhere to office requirements for attendance and punctuality
- Problem-solving orientation
- Proven record of ability to meet deadlines

**Selection Process:**

The position will be advertised on the GSGA website and with Student Employment. Applicants are asked to submit a letter of introduction; a resume covering academic and non-academic accomplishments; the names, titles and contact information for three references; as well as college/university transcripts. Students in the COE Graduate program in Adult and Higher Education, and College Student Affairs Leadership concentration are preferred.

**Contact:**

Tom Fellows, M.Ed.  
CLAS Academic Advising Center  
C-1-140 Mackinac Hall  
Allendale MI 49401  
616-331-8585  
[fellowth@gvsu.edu](mailto:fellowth@gvsu.edu)