

Fall 2025 GA Supervisor Meeting Agenda/Overview



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Welcome

- **Erica Hamilton & Jen Moore**

The Graduate School

- **Sheri DeVries**

Assistant to the Vice Provost of
Distributed Learning & Dean of the
Graduate School

- **Angel Kropf**

Student Employment Assistant

- **Katelyn Geurink**

Associate Director of Financial Aid -
Student Employment



Key GA Employment Information & Updates

GA Rules & Reminders:

- Hiring Process
- GA Qualifications
- Tuition Waivers
- Job Descriptions



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I-9 Compliance

- **Must complete both sections of Form I-9 within 3 days of start date**
 - Start on Monday? Complete by Thursday at 5pm
- **Complete Section 1 in Workday**
 - Confirm personal details
 - Complete other onboarding tasks
- **Complete Section 2 in person**
 - Bring in original identifying documents
 - Come to Student Employment Office
 - No photos, copies, emails, or faxes



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Updated GA Job Description Template

- **Standardized GA job description template**
- **Common language and format**
- **Annual review and approval of GA job descriptions**
- **Classifications**



GA Hiring in Workday



Workday @ GVSU



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GA Supervision Support Resources 25-26

- **Monthly resource emails**
- **Lunch-n-learns
(1x/semester)**
- **What supports do you
need?**



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GA Supervisor Orientation Resource

- Graduate School GA orientation: Friday, August 22, 2025, at 3:00 PM
- Individual GA orientations also important

New Graduate Assistant (GA) Orientation/Support/Onboarding

Purpose of Orientation: A well-planned orientation helps Graduate Assistants (GAs) become productive, confident, and integrated into your team. Orientation should clarify expectations, provide necessary resources, and foster a welcoming environment. *A structured, purposeful orientation is linked to improved retention and performance for student employees (Kuh, 2008; Council of Graduate Schools, 2018).*

1. Prepare Before the GA Arrives

- Ensure workspace, technology, and system access are ready.
- Provide a welcome email with start date, time, location, dress code, and first-day tasks.
- Ensure GA completes I-9, tax forms, and any required HR documentation.
- Ensure GA has reviewed and accepted the GA job offer in Workday (they cannot work without a fully executed contract in Workday and won't be paid)
- Request a GA email (they should NOT use their student email for GA-related work)

2. Cover Administrative Essentials (Day 1–Week 1)

- Introduce campus systems (Workday, email, library access, learning platforms, job-required software).
- Review time reporting and payroll processes.
- Share key policies and expectations (e.g., confidentiality; professional conduct;).
- Provide office hours, communication channels, and emergency procedures.
- Demonstrate necessary software, tools, and procedures.

3. Clarify Roles and Expectations

- Discuss the GA's responsibilities and priorities for the semester/year (use the GA job description as a baseline).
- Define performance expectations and evaluation timelines (informal and formal).
- Establish communication norms (meeting frequency, feedback style).
- Explain confidentiality and FERPA compliance if applicable.

Q&A and Open Discussion



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