**Grand Valley State University**

**College of Education and Community Innovation**

**Graduate Assistant**

**Educational Leadership and Counseling Department**

**Title**

Graduate Assistant: Support and assist faculty in the Educational Leadership, School Counseling, Special Education Administration, and Higher Education programs.

**Terms**

This 9-month position is an academic year half-time (10 hours per week) graduate assistantship. The position includes a $2,000 stipend and tuition waiver up to 4.5 credits for the fall and winter semesters.

**Responsibilities**

* Conduct literature reviews related to educational leadership, school counseling, special education administration, and higher education (20%)
* Work with faculty on various aspects of scholarly projects as needed (50%)
* Conduct editing of faculty scholarly work (20%)
* Assist with data analysis (5%)
* Assist faculty with human research review applications (5%)

The graduate assistant (GA) will be expected to use Google Drive and library databases. The GA should expect to work with several faculty members on several different scholarly projects.

**Qualifications**

* Knowledge of programs within the Educational Leadership and Counseling programs and research-based practices in the educational field
* Strong oral and written communication skills
* Detail oriented and able to handle multiple tasks
* Effective organizational skills
* Work efficiently with little supervision
* Self-motivated and show initiative
* Develop timelines and meet deadlines
* Experience with word processing and Excel essential; knowledge of SPSS desirable
* Knowledge of APA style writing

**Work Station/Desk**

The graduate assistant will work in the College of Education and Community Innovation and will share a workstation, which is complete with phone and technology.

**Orientation**

The first activity assigned will be the Responsible Conduct of Research training required of all graduate students prior to engaging in any research activities. Dr. Cathy Meyer-Looze will work closely with the graduate assistant to ensure learning of the policies, practices, and procedures of the department and of the research projects.

**Supervision**

The graduate assistant will be supervised by Dr. Cathy Meyer-Looze. The supervisor will be available to answer questions for the graduate assistant as they arise, as well as provide more in-depth training when needed. The graduate assistant will meet with the supervisor regularly to discuss issues, answer questions and review the progress of goals. The performance of the graduate assistant is evaluated at the end of each semester.

**Selection Process**

Candidates are invited to apply for this position by submitting application materials to Dr. Cathy Meyer-Looze. Applicants should send a cover letter, three letters of reference, and a resume. This position will be open to graduate students pursuing their master’s degree at Grand Valley State University. The position will be posted with the Graduate Studies Office and notification of the opening will be emailed to faculty and staff in the College of Education. Dr. Cathy Meyer-Looze will screen applications, interview candidates, and hire the appropriate candidate for the position.

**Contact Information**

Dr. Cathy Meyer-Looze

Chair, Educational Leadership and Counseling

Associate Professor, College of Education

336 C DEV

meyerlca@gvsu.edu

cell: (231) 633-4710