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**Grand Valley State University Battle Creek Regional Outreach Center (BCROC)**

**W.K. Kellogg Foundation (WKKF) Grant Graduate Assistantship**

**Terms:**

This full-time (20 hour per week) position is for the fall semester and has the potential of renewal for subsequent semester(s). A stipend of $4,000/semester and tuition waiver covers up to nine credits of tuition per fall and winter semesters, up to 6 credits for spring/summer semester, not to exceed 24 total credits per academic year.

**Responsibilities:**

* Coordinate and manage the Pipeline Scholarship Peer Mentorship Program (25%)
* Assist with the implementation and management of GVSU-BCPS Pipeline Scholarship Program programming (25%)
* Assist in maintaining social media as part of the GVSU-BCPS Pipeline Scholarship Program marketing strategy (10%)
* Assist with the development of presentation materials, flyers, etc. (5%)
* Assist in monitoring and analyzing evaluation data for the program (25%)
* Other duties as assigned (10%)

**Skills Gained**

In this position, the graduate assistant will gain experience with event planning and coordination, communication, leadership, problem-solving, assessment and data evaluation, technology, as well as equity, diversity, and inclusion. The assistantship will consist of administrative tasks related to program planning and implementation. The overall responsibilities include, but are not limited to, database administration, program design, and communication. The exact responsibilities may be flexible depending on the needs of the – GVSU-BCPS Pipeline Scholarship Program.

**Qualifications:**

* Must be fully admitted and enrolled as a degree-seeking student in a graduate program at GVSU at the time of appointment, and successfully maintain a minimum course load of nine graduate credit hours [per semester].
* Be in good academic standing and enrolled during the semester(s) for the term of the position.
* Demonstrated effective written and verbal communication and analytical skills
* Knowledge of basic computer applications (i.e., Microsoft Office, communication software, etc)
* The ability to organize work time and manage projects independently

**Work accommodations:**

* Office space will be provided, as needed, within Kindschi Hall of Science on GVSU’s Allendale campus.
* Graduate Assistant will collaborate with their supervisor through multiple communication channels, including in-person and virtural meetings, email, and phone.
* GVSU will supply the necessary resources to be successful in this position.

**Orientation:**

* Orientation will occur on-campus with the supervisor and will include background and detail on the WKKF grant and programs, and responsibilities as outlined above.
* Goals will be developed between the supervisor and graduate assistant, and evaluated through the term of the position.

**Supervision:**

* The graduate assistant will report directly to the on-campus Career Navigator for GVSU Battle Creek Outreach Center and will also receive direction by the Director of Community Engagement at BCROC, and Special Assistant to the Provost and Co-Principal Investigator for the WKKF grant.

**Selection Process:**

* DO NOT apply via the Handshake system.
* Applicants are asked to send a letter of introduction, a resume of academic and non-academic accomplishments, GPA, a professional writing sample and one faculty recommendation letter.
* Face-to-face interviews will be held with applicants whose skills, experience and career aspirations best match the position.

Send all application materials to:

Estefany Paniagua-Pardo, M. Ed.

Career Navigator

GVSU Battle Creek Regional Outreach Center

3371 Kindschi Hall of Science

1 Campus Drive

Allendale, Michigan 49401

Office: 616-331-7621

paniaest@gvsu.edu

Applications will be accepted until the position is filled. All requested application materials must be submitted to be eligible for consideration.