

## **GRAND VALLEY STATE UNIVERSITY**

### **Graduate Assistant Academic Advisor for Intercollegiate Athletics**

**Job Description:** Graduate Assistant Academic Athletic Advisors provide counseling (academic and personal skill development) to student-athletes in assigned sports; develop and implement learning strategies to facilitate the academic development of student-athletes; help improve personal skill levels; motivate learning; promote self-reliance; monitor and evaluate the academic progress and eligibility of student-athletes in assigned sports through graduation; communicate regularly with coaches; and oversee related projects within the Laker Academic Success Center. Graduate Assistant Academic Athletic Advisors may work with high profile, revenue-generating sports and/or multiple at-risk students, deal with complex academic issues, and have additional academic eligibility monitoring responsibilities. Must perform duties ethically and in compliance with NCAA and institutional policies and standards for athletics and university eligibility.

#### **Responsibilities (including but not limited to):**

- Determine the academic support needs of an assigned group of student athletes through regular one-on-one consultation meetings, monitor and report behavior in a structured study environment, and report grades given by instructors. (60%)
- Assist Laker Academic Center Advisors by creating written reports that articulate student athlete academic course progress, structured study attendance and behavior. (10%)
- Provide course schedule consultations to a selected group of student athletes. (10%)
- Complete special projects requiring data collection, analysis, and interpretation. (5%)
- Assist with occasional weekend programming (5%)
- Maintain the Laker Academic Center website (5%)
- Coordinate study tables and track attendance (5%)

#### **Expectations:**

- Ability to navigate a fast paced and intense environment that requires meeting deadlines for multiple tasks.
- Must have the ability to effectively communicate task related needs to multiple resource providers.
- Must have computer software application skills to develop written reports, graphs, and tables.
- Must be attentive to detail and accurate in record keeping.
- Must have conflict management and interpersonal skills that maximize success in communicating with individuals from a diverse background.

**Qualifications:** Education Requirements - Full admission to the GVSU Master of College Student Affairs Leadership program and/or Master of Adult and Higher Education program; or accepted to another Graduate program at GVSU. Student must be in good academic standing, i.e. must have, and maintain, a 3.0 or higher GPA throughout the length of the GA contract.

**Workstation:** Laker Academic Success Center office, lower-level Fieldhouse on the Allendale Campus. The Graduate Assistant will be in a shared office space and will be provided a desktop computer and printer.

#### **Orientation:**

- Meet with and observe various staff members in the Athletics Department and in the Laker Academic Success Center. Participate in the Laker Academic Success Center staff retreat. Onboarding is continuous throughout the first year.
- Participate in the Graduate School's mandatory New GA Orientation Friday, August 22, 2025, 3:00-4:00pm in the Loosemore Auditorium on the Downtown Pew Campus.

**Application Process:**

- Application materials may be submitted through Workday. Application materials must include resume, cover letter and reference letters.

**Supervision/Collaboration with organization:** ● Guidance through mentorship and professional development

- Regular 1:1 style meeting
- Weekly staff meetings

**Terms of appointment:** The position will work 20 hours per week for 9 months. A tuition waiver covers 18 graduate credit hours per academic year (9 credits in both fall and winter) and includes a stipend of \$13,000 (\$6500 for fall semester and \$6500 for winter semester). This assistantship begins August 25, 2025, and concludes May 2, 2026.

**Contact information:**

- Primary contact - Myesha Gholston: [gholstom@gvsu.edu](mailto:gholstom@gvsu.edu)
- Secondary contact - Marianne Fischer: [fischema@gvsu.edu](mailto:fischema@gvsu.edu)

For more information on the College of Student Affairs and Leadership master's program and application process, visit <http://www.gvsu.edu/csal>.