Terms:

Academic year contract: the stipend is $8,000 per academic year ($4,000 per semester) and a tuition waiver. This is a 20 hour per week position open to full-time graduate students that starts one week before fall semester and goes through the end of April. This assistantship includes a tuition waiver of 9 graduate credits per semester, not to exceed a total of 18 per academic year. The assistantship is a one-year term with the possibility of an additional year upon successful review at the end of the year.

Primary Duties and Responsibilities: The graduate assistant can anticipate their duties being broken up in the following manner:

- Working with current students to help find scholarship opportunities (30%)
- Complete scholarship need analysis spreadsheets for scholarship committees (30%)
- Check and respond to emails in the scholarship email box daily (20%)
- Help to schedule, plan and present at various outreach events for the Financial Aid Office (10%)
- Assist with office customer service and outreach efforts to promote scholarship applications by (10%)
  - Creating Social Media content
  - Contacting eligible students to notify them of opportunities
  - Contacting departments to let them know of new scholarships that may be available for their students

Learning Outcomes:

- Understand the scholarship process and resources available to GVSU students
- Gain an understanding of the various factors affecting college student attendance and persistence.
- Enhance public speaking skills by presenting to current and prospective students and their families.
- Develop listening and problem-solving skills, especially in regards to undergraduate student needs
- Develop and refine professional written and oral communication skills through interaction with undergraduate students, faculty and staff
• Become familiar with University resources available to students
• Work independently and as a member of a team in order to complete projects

Qualifications:
• Must be enrolled as a degree-seeking graduate student at Grand Valley State University for a minimum of nine credit hours per semester
• Demonstrated effective communication and interpersonal skills
• Knowledge of basic computer and web applications (i.e., Word, Excel, Outlook email, etc.)
• The ability to organize work time and manage projects independently

Work Station:
Graduate assistants will be provided with an office in the Financial Aid Office. A workstation equipped with a computer and all essential supplies will be provided.

To apply:
Please e-mail cover letter & resume to:

Maryelise White
Assistant Director - Scholarships
whitema1@gvsu.edu

*Interviews will be conducted virtually