

GRAND VALLEY STATE UNIVERSITY  
**CCPS Undergraduate Advising Center (UAC)**  
College Student Affairs Leadership (CSAL)  
CCPS Graduate Assistant Advisor

**Job Description:**

The College of Community and Public Service (CCPS) Graduate Assistant Advisor is a part-time, graduate assistant position responsible for providing educational guidance and assistance for students by planning schedules, recommending courses and determining appropriate education solutions for different types of students. The assistantship position connects the academic experience by applying classroom theoretical and research practices to daily student interactions that consist of advising, student outreach, research, presentations, and developing academic success skills. The Graduate Assistant Advisor reports directly to a Senior Academic Advisor.

**Responsibilities:**

Research philosophy & theory of academic advising profession and develop personal advising philosophy statement (5%); research current trend or issue in academic advising and present findings in an appropriate publication or conference presentation (in collaboration with a CCPS staff member) (30%); one-on-one and small group instruction related to academic success skills (time management, test taking, study skills, academic planning, navigating the university, involvement in high impact experiences, etc.) (45%); supervise the collection, organization, and analysis of data as part of the unit's overall assessment plan (15%); assist with new student orientation; assist with other academic support projects as determined by the Director (5%).

**Expectations:**

- Develop skills and knowledge applicable to the advising profession
- Demonstrate communication skills through public speaking and presentations
- Utilize several types of software and technology systems to perform daily work tasks
- Attend and participate in staff meetings, retreats, or staff development programs
- Demonstrate organizational skills and the ability to follow through with projects
- Assist with creating and implementing programming in support of CCPS UAC
- Provide excellent customer service and referrals to students seeking assistance

**Qualifications:**

Education Requirements: BA/BS required & acceptance to the GVSU Graduate School.

**Work Environment:**

This position will adhere to an agreed upon schedule in the CCPS Advising Center on the Pew Campus. A designated office in the DeVos Center will be provided to the graduate assistant. In order to accommodate this arrangement, a desktop and/or laptop will be provided along with phone access.

**Expected learning outcomes/professional competencies:**

The Graduate Assistant will gain skills in providing comprehensive academic advising services in regards to enrollment, retention, student engagement, persistence tactics, referrals to student support services and collaboration with departmental faculty. Additional skills will include research, program/event planning, and community engagement.

**Supervision/Collaboration with organization:**

The Graduate Assistant is provided on-going feedback and guidance by an assigned supervisor through one-on-one weekly meetings to include training scenarios, review of student appointment academic plans, students' perceptions of academic advising survey via survey monkey, and evaluation of transfer student orientation presentation. The Graduate Assistant will also participate in CSAL professional development opportunities as well as Michigan Academic Advising Association and Laker Academic Advising Network workshops and events.

**Additional Information:**

The Assistantship does not require working during holidays or when classes are not in session per the university academic calendar. The Graduate Assistant is expected to work during final registration and peak registration times.

**Terms of appointment:**

The position is a 10-month appointment which requires working 20 hours per week. This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.

A tuition waiver covers **21 graduate credit hours per academic year** and includes a stipend of \$9000. This is a one-year appointment with an opportunity for renewal for the 2022-2023 academic year.

**Contact Information:**

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