

College of Health Professions – Student Services ‘Advising’ Graduate Assistant 2019/2020 Academic Year (Full-time)

Terms:

This is a twenty hour per week position for a full-time graduate student, with beginning and ending dates corresponding with the semester calendar: fall and winter semesters. This assistantship includes a tuition waiver of 9 graduate credit hours and a stipend of \$4,000 per semester.

Responsibilities:

The Graduate Assistant (GA) will report to the College of Health Professions (CHP) Student Services Director, and have responsibility of supporting academic advising primarily for the 5 CHP undergraduate programs and at times for the 5 graduate programs as needed. Specifically the GA in this position will:

- Become familiar with department and university academic advising functions.
- Provide advisor support in the implementation and use of mySuccess Check, an educational benchmarking system that emphasizes first year student success and retention.
- Provide 1:1 academic advising to GVSU undergraduate students who are interested in CHP health profession careers.
- Assist students with the secondary admission/application processes for CHP undergraduate programs.
- Assist with Transfer Student Orientation.
- Assist with the preparation and set up of community outreach events: e.g., CHP Showcase, Majors Fair, etc.
- Provide advisor support for Parallel Planning sessions in collaboration with other advising centers as well as the Career Center.
- Participate in other duties as assigned that will increase the effectiveness of the CHP office.

Work Station:

The College of Health Profession is located at the Cook DeVos Center for Health Sciences in Grand Rapids, MI. A workstation with a computer and printer allows the graduate assistant to work independently.

Qualifications:

- Must be enrolled as a degree-seeking student in a graduate program at GVSU for a minimum of nine credit hours per semester. Preference may be given to a student in the College Student Affairs Leadership program or in one of GVSU's health related graduate programs.
- Demonstrated effective communication and interpersonal skills.
- Demonstrated effective writing skills.
- Knowledge of the CHP programs and the secondary admissions processes and/or a willingness to learn about the programs.
- Familiarity with and value in appreciative advising practices.
- Knowledge of common computer applications (i.e., Word, Excel, Publisher, etc.).
- Strong ability to organize work time and manage multiple projects.
- Ability to work independently.

Orientation/Supervision:

A general orientation will be held the first week of work with detailed orientation provided in an ongoing basis as needed. An overview of the various CHP departments will be provided, along with discussion of the GVSU graduate assistantship policy, expectations and responsibilities of the position. Supervision will be provided by the CHP Student Services Director.

Selection Process:

The position will be advertised on the CHP SS website, Graduate Studies Office, and with Student Employment. Applicants must include all of the following:

- (a) Cover letter of self-introduction describing qualifications and motivation for seeking this position.
- b) Proof of GVSU graduate school acceptance or enrollment.
- c) Resume including academic and non-academic work history.
- d) Two U.S. employer references and contact information, including e-mail addresses.

Face-to-face interviews will be held with applicants whose skills, experience, and career aspirations best match the position.

Send complete application information to:

CHP Student Services, 301 Michigan NE, Room #113, Grand Rapids, MI 49503

or preferred contact method: saldanmi@gvsu.edu.