

GRAND VALLEY STATE UNIVERSITY
College of Liberal Arts and Sciences (CLAS) Academic Advising Center
College Student Affairs Leadership (CSAL)
Graduate Assistant Academic Advisor - General

Job Description:

The College of Liberal Arts and Sciences (CLAS) Academic Advising Center provides academic advising in a wide variety of majors for over 10,000 GVSU students. This academic advising graduate assistantship will require 20 hours per week in the center and will include providing academic advising to current GVSU students and incoming transfer students. There will be daily interactions with students and it will provide a great opportunity to apply what is learned in the graduate program. There will also be daily interactions with staff in the center and the position will report to a full-time senior academic advisor in the center.

Responsibilities:

- 1) Academic Advising (75%):
 - a) Meet with students who are CLAS majors, or who are interested in a CLAS major in order to help them learn academic requirements, plan their academic program, and choose appropriate co-curricular activities.
 - i. Teach students how to utilize the degree analysis (myPath) for tracking program requirements and progress towards graduation
 - ii. Teach students how to select an appropriate schedule, register for classes, declare a major, assist in career clarification and study skills development
 - iii. Introduce web services and resources
 - iv. Refer students to appropriate faculty/advising staff/support programs
 - v. Follow-up with students to ensure that plans were implemented and students are being successful academically, and adjusting well to GVSU
 - vi. Make recommendations to CLAS Advising Center staff for improving student services
 - b) Transfer Orientation-preparing information and teaching new students details regarding course selection, registration, degree requirements, and university information
 - i. Prepare informational packets for incoming transfer students
 - ii. Teach new transfer students about university, major, and degree requirements
 - iii. Teach individual students the registration process during orientations
 - iv. Assist in phone orientation by providing prospective students with information to guide them through registering for courses
 - v. Perform follow-up with students that are below full-time status and looking to sign up for additional courses
 - vi. Learn requirements for majors and minors in CLAS, including course sequencing and prerequisite requirements in order to teach to new students
 - vii. Communicate with academic departments and prospective students in regards to test scores and course equivalencies
- 2) CLAS Advising Center project support, may include some or all of the following (25%):
 - a) Co-teach/lead freshman and sophomore workshops and group advising sessions
 - b) Conduct research, data gathering and analysis for assessment purposes
 - c) Assist in providing clear and accurate communication to students
 - d) Other projects as assigned by advising center staff

Expectations:

- Individuals should demonstrate the ability to work with students from a variety of backgrounds.
- Individuals should demonstrate the ability to do accurate, detail-oriented work.

- Individuals should demonstrate the ability to balance personal, academic and work life.
- Individuals should demonstrate the ability to work well individually and with a team.
- Individuals should demonstrate the ability to use critical thinking and handle multiple tasks.

Qualifications:

Education Requirements: BA/BS required & acceptance to the GVSU Master of Education Program.

Work Environment:

This position will be located in the College of Liberal Arts and Science Academic Advising Center in C-1-140 Mackinac Hall on the main campus in Allendale. An office and computer will be provided. Hours outside of 8:00-5:00 would be extremely rare. This position will not involve travel.

Expected learning outcomes/professional competencies:

- The graduate assistant can expect to gain an understanding of the ideas and concepts that advisors must understand to effectively advise students.
- The graduate assistant can expect to gain knowledge and substance that is necessary to effectively advise students.
- The graduate assistant can expect to develop the relational skills that are important for effectively advising students.

Supervision/Collaboration with organization:

Tom Fellows is a senior academic advisor in the center and he will be the main supervisor of this position. Nick Woodward is also an academic advisor in the center and he will assist with the supervision. Graduate assistants can expect daily interaction with the supervisors as well as scheduled individual and group meetings throughout each semester. GA's will also have the option of attending our weekly/bi-weekly office staff meetings and will have opportunities for professional development throughout each year. Evaluations will take place at the end of each semester.

Terms of appointment:

The position is a 12-month position and requires 20 hours per week. 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. The contract is for 10 months (late July to late May) and then the position is paid at an hourly rate equivalent to the stipend for the remaining two months over the summer. This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.

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/csdl/>