

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

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 assistantship will work with Pre-Professional students (pre-medical, pre-dental, pre-pharmacy, pre-optometry, pre-chiropractic, pre-podiatry, pre-veterinary). This academic advising graduate assistantship will require 20 hours per week in the center and will include providing academic advising to current GVSU pre-professional 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, interested in a CLAS major, or Pre-Professional students 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) Attend and participate in Pre-Professional Advising Team Meetings
- e) Attend Pre-Professional club meetings and assist in advising student organizations
- f) Assist in planning various pre-professional events and workshops, particularly the annual Professional School Fair, the bi-annual Mock Multiple Mini Interview nights, and facilitating the Test Prep Course and GRE Prep Course. Among other tasks, planning these events involves networking and coordinating with other departments, faculty, and students on campus, and professional schools from around the country.
- g) Assist in freshmen schedule checks and follow up after FYAR
- h) Plan articles, create, publish, and disseminate the Pre-Professional Newsletter
- i) Create job shadowing lists for pre-professional students. This involves contacting (by mail or email) various local professionals to update our contact lists for students.
- j) Update or create various handouts and fact sheets as needed
- k) 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.

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

Work Environment:

This position will be located in the College of Liberal Arts and Science Academic Advising Center in C-1-120 Mackinac Hall on the main campus in Allendale. An office and computer will be provided. Hours outside of 8:00-5:00 would be limited. 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:

Brian Eikenhout is a senior academic advisor in the center and will be the main supervisor of this position. Other advisors in the center 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/cs/>