

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

Job Description:

Graduate Assistant Academic Advisors are half-time, academic advising positions responsible for advising students with majors or minors within the College of Liberal Arts and Sciences (CLAS), as well as Exploratory Study (undecided) students. Through individual student appointments, Transfer Advising and Registration preparation and execution, and participation in projects relevant to the CLAS Academic Advising Center (CAAC), and academic advising in general, this assistantship allows students the opportunity to connect their classroom learning to their work experience. Graduate Assistants report directly to a Senior Academic Advisor in the CAAC that will support their training and development.

Responsibilities:

- Academic Advising (75%):
 - 1:1 Academic Advising meetings
 - Teach students how to utilize the degree analysis (myPath) for tracking program requirements and progress towards graduation
 - Teach students to become independent learners and sound decision makers
 - Teach students how to select an appropriate schedule, register for classes, declare a major, assist in career clarification and study skills development
 - Introduce web services and resources
 - Refer students to appropriate faculty/advising staff/support programs
 - Follow up with students to ensure that plans were implemented and students are being successful academically, and adjusting well to GVSU
 - Utilize resources to provide appropriate advising, referrals, and support to students
 - Make recommendations to CLAS Advising Center staff for improving student services
 - Learn requirements for majors and minors in CLAS, including course sequencing and prerequisite requirements in order to teach to new students
 - Transfer Advising and Registration
 - Prepare informational packets for incoming transfer students
 - Teach new transfer students about university, major, and degree requirements
 - Teach individual students the registration process during orientations
 - Perform follow-up with students as needed
 - Communicate with academic departments and prospective students in regards to test scores and course equivalencies
- CLAS Advising Center project support (25%):
 - Support the CAAC in one or more of the projects that support student academic success, growth, and/or development

- Examples of some of our projects include the planning of workshops, writing and sending newsletters, the planning and execution of large events such as the Majors Fair or the Professional School Fair, 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.
- Specific projects are subject to change due to the needs of the office
- Conduct research, data gathering and analysis for assessment purposes
- Assist in providing clear and accurate communication to students by:
 - Advising website
 - Facebook
 - Twitter
 - LakerLink
 - Blackboard
 - Other electronic means
- Other projects as assigned by advising center staff

Expectations:

- Establish a willingness and ability to learn relevant information and to work collaboratively with the supervisor to assess understanding
- Demonstrate critical thinking skills and the ability to balance personal, academic, and work life in a healthy fashion
- Willingness to adhere to office requirements for attendance and punctuality
- An ability to handle multiple tasks, work on an individual level and in a team setting and demonstrate excellent communication skills
- Demonstrate skills in efficiency, accuracy, detail-orientation, problem solving, and strong organizational skills

Qualifications:

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

Work Environment:

This position will have an office on the Allendale Campus within the CLAS Academic Advising Center. The office will supply a laptop or desktop, basic office needs, and any other relevant technology, such as webcams.

Expected learning outcomes/professional competencies:

- The graduate assistant will gain an understanding of the role and importance of academic advising
- The graduate assistant will learn theory, approaches, and strategies relevant to academic advising
- The graduate assistant will learn federal, GVSU, and CLAS-specific policies and procedures

- The graduate assistant will learn and be able to communicate to students the general education and major/minor specific degree requirements
- The graduate assistant will become proficient in myBanner, myPath, Blackboard, and Navigate, as well as any other advising related tool/resource
- The graduate assistant will cultivate and maintain strong relationships with campus partners
- The graduate assistant will promote student understanding and assist with student planning, decision-making, and goal setting

Supervision/Collaboration with organization:

This assistantship will report to and will be supervised by a Senior Academic Advisor, a full time Master's level professional with several years of advising experience, within the CLAS Academic Advising Center. The supervisor will train, onboard, and evaluate this assistantship through a mutually agreed upon structure, which may include 1:1 meetings, daily check-ins, job shadowing, and formal semesterly evaluation meetings. There is also a Graduate Assistant Coordinator that supports each of the Graduate Assistants and their supervisors in the learning and development of the Graduate Assistants.

Terms of appointment:

The position will work 20 hours per week for 10 months. 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 \$9,000. This assistantship will begin with the Fall 2022 semester and will conclude with the Winter 2023 semester. Contract is renewable for up to 2 years.

Additional Information:

This assistantship often has the option of starting in the summer prior to the official start date of the contract. If available and interested in starting earlier, communicate that with the supervisor upon your acceptance and signing of your contract. Additionally, this position **requires** that the Graduate Assistant be available to work in the office for 20 hours per week during the summer between the first and second year. During this time, you will be paid an hourly rate equivalent to that of the contracted stipend.

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/>