

GRAND VALLEY STATE UNIVERSITY
Charter Schools Office
College Student Affairs Leadership (CSAL)
College Pathways and Post-Secondary Success Graduate Assistant

Job Description:

The Charter Through College Program is a GVSU Charter Schools Office (CSO) division that offers a handful of programs to the students enrolled in our GVSU authorized schools. Each year we engage with more than 5,000 students from across the state. We are dedicated to providing high-quality experiences outside of the classroom for those who attend our programs. Our programs serve students from 8th grade through seniors in high school and current college students.

College Pathways and Post-Secondary Success assistants are full-time, graduate assistant positions responsible for supporting all Pre-College programming and retention efforts. The assistantship position connects the academic experience by applying classroom theoretical and research practices to daily student interactions that consist of advising, counseling, conflict mediation, supervision, training, evaluation and assessment processes. The position will be directly supervised by the Manager of Charter Through College Programs and will work out of the Charter Schools Office, as part of the Charter Through College Programming.

Responsibilities:

- Assist with the coordination and scheduling of campus visit programs.
- Assist with management and tracking schools' requests to attend college visits.
- Assist with the management of all Pathway responsibilities, including programming, staffing, volunteers, budgeting, and travel logistics.
- Assist with the coordination and management of 8th-grade pathways program for GVSU charter school students to connect with GVSU.
- Assist in identify eligible GVSU charter school students and develop natural connections between students and the GVSU charter school's office.
- Assist with the coordination and management of all aspects of GVSU's Charter School College Prep Week, including budgeting, staffing, volunteer management, fundraising, strategic partnerships, and design.
- Assist with the coordination and management of student training and workshops for GVSU charter alumni students currently enrolled at GVSU.
- Assist with all Pathways operations, including; programming, scheduling, planning, and preparation.

Expectations:

- Individuals should demonstrate critical thinking skills and the ability to balance personal, academic, and work life in a healthy fashion.
- Ability to handle multiple tasks, work on an individual level and in a team setting and demonstrate excellent communication skills.
- Ability to collaborate with a varied of stakeholder with the common goal of promoting a pathway to college and academic success.

Qualifications:

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

- Degree-seeking status in the related program, such as Education (M.Ed.), School Counseling, Masters of Social Work (M.S.W.), Hospitality and Tourism Management or any other related field of study.
- Excellent organizational skills; detail-oriented.
- Ability to handle multiple tasks.
- Ability to work with various individuals across campus, within GVSU authorized charter schools, and work confidentially regarding students' records.
- Experience in word processing, database systems, and spreadsheets.
- Successfully maintain a minimum course load of 9 graduate credit hours per semester for a full-time graduate assistantship.

Preferred Qualifications:

- Understanding the needs of and interest in working with middle school 8th graders and high school sophomores and juniors.
- A passion for working with youth.
- A desire to work collaboratively as part of a highly functioning team in a fast-paced environment.
- Ability to commit to the position for two years.

Work Environment:

This position will work on the Pew, Allendale, and Detroit Campus. Office space will be provided in the Bicycle Factory. Some travel will be required in between different campuses and to charter schools in Grand Rapids and Detroit. All traveled is reimbursed. In order to accommodate this arrangement, a laptop will be provided.

Expected learning outcomes/professional competencies:

The graduate assistant will gain skills in supervision, program/event planning, conflict management, strategic planning, community collaboration, networking, mentoring, communication, etc.

Supervision/Collaboration with organization:

Graduate assistant will collaborate and work directly with the Manager of Charter Through College Programs. Assistant will assist with programming and prepping. The Assistant will travel to different campus locations and charter schools for presentations and events. At the end of the contract an evaluation will take place to review goals set with supervisor, academic and degree progress, engagement, and work ethic. Assistant should expect regular 1:1 style meetings and to be involved in all staff and team meetings.

Additional Information:

Graduate Students are expected to work over the spring and summer semester for this assistantship.

Terms of appointment:

The position is a 12-month position and requires 20 hours per week. A tuition waiver covers **24 graduate credit hours per academic year** and includes a stipend each semester of \$4000. 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/>