

# SEIDMAN COLLEGE OF BUSINESS

## UNDERGRADUATE PROGRAMS

### GRADUATE ASSISTANTSHIP

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**Description:** Graduate assistants serve primarily as academic advisors to undergraduate business majors. Additionally, they represent Seidman College of Business at some Admissions functions and serve as part-time professionals in a variety of managerial capacities.

**Compensation:** 9 credit (Fall/Winter), tuition, fees, and parking pass waiver and a stipend each semester

**Employment Period:** 20 hours per week, 16 weeks per semester, Fall & Winter; Summer employment is on an hourly basis.

**Supervision:** Reports to Coordinator of Seidman Undergraduate Programs

#### **Qualifications:**

- ◆ Full-time student admitted to GVSU graduate program
- ◆ Computer literacy, experience with Microsoft Office and Windows preferred
- ◆ Interpersonal communication skills with an orientation to customer service
- ◆ Writing ability and attention to detail

#### **Responsibilities:**

- ◆ Assist students with scheduling, dropping or adding courses, interpreting degree analyses
- ◆ Assist students by telephone and in-person appointments
- ◆ Perform degree audits for graduating students
- ◆ Assist at Admissions recruiting events
- ◆ Give tours of the L. William Seidman Center for prospective students and families
- ◆ Schedule transfer students both by appointment and at orientation functions
- ◆ Display a positive, customer-service oriented attitude
- ◆ Complete projects as assigned