

College of Liberal Arts and Sciences Academic Advising Center
Graduate Assistant Job Description
General Advising Position

Terms: This position is a full-time (20 hours per week), extended contract position. This assistantship is open to full-time graduate students only. This assistantship includes a tuition waiver of 9 graduate credit hours for fall and winter semesters and 3 credit hours for spring/summer semester and a stipend of \$4,500 per semester for the fall and winter semesters. Spring/summer is paid at an hourly equivalent to fall and winter. The tuition waiver shall not exceed 21 graduate credit hours per academic year. The contract runs July 29, 2019-May 22, 2020 (tentative) and it is expected from May 2020-August 2020 you will work 20 hours per week at an hourly equivalent to the stipend. Contract is renewable for up to 2 years.

Position Description/Responsibilities:

- 1) Academic Advising (75%):
 - a) 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
 - b) 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 to become independent learners and sound decision makers
 - iii. Teach students how to select an appropriate schedule, register for classes, declare a major, assist in career clarification and study skills development
 - iv. Introduce web services and resources
 - v. Problem solve as needed
 - vi. Refer students to appropriate faculty/advising staff/support programs
 - vii. Follow-up with students to ensure that plans were implemented and students are being successful academically, and adjusting well to GVSU
 - viii. Utilize the Student Success Collaborative, and other student-success programs to provide appropriate advising, referrals, and support to students
 - ix. Make recommendations to CLAS Advising Center staff for improving student services
- 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 by:
 - a. Advising website
 - b. Facebook
 - c. Twitter
 - d. LakerLink

- e. Blackboard
- f. Other electronic means
- d) Other projects as assigned by advising center staff

Qualifications:

- Enrollment as a degree-seeking student in a graduate program at GVSU for a minimum of nine credit hours for both fall and winter semester, and six credit-hours in the spring/summer semester (preference given to students in the CSAL M.Ed. program)
- Ability to analyze information, develop meaningful plans and follow-through on implementation
- Knowledge of Grand Valley's policies and procedures, or willingness/ability to learn
- Familiarity with Grand Valley's Student Academic Support Resources, or willingness/ability to learn
- Proficiency in Microsoft Word and Outlook email
- Proven record of efficiency, accuracy, detail-orientation and strong organizational skills
- Willingness to adhere to office requirements for attendance and punctuality
- Problem-solving orientation
- Proven record of ability to meet deadlines

Selection Process:

The position will be advertised on the GSGA website and with Student Employment. Applicants are asked to submit a letter of introduction; a resume covering academic and non-academic accomplishments; the names, titles and contact information for three references; as well as college/university transcripts. Students in the COE Graduate program in Adult and Higher Education, and College Student Affairs Leadership concentration are preferred.

Contact:

Tom Fellows, M.Ed.
CLAS Academic Advising Center
C-1-140 Mackinac Hall
Allendale MI 49401
616-331-8585
fellowth@gvsu.edu