

Graduate Assistant
Office of Integrative Learning
Brooks College of Interdisciplinary Studies
Academic Year 2019-2020

Hours of work will be established at twenty hours a week, Monday through Friday. The GA is expected to attend ILA events whenever possible; this may mean working occasional evenings or times outside the typical workweek. Responsibilities will include the following, but time allotted for each will vary based on office needs and GA interests and abilities. All percentages are estimates and subject to change.

Co-Curricular Mentor Program (30%)

- Assist ILA Director in supervising team of undergrad mentors
- Co-facilitate mentor training, staff meetings, and professional development opportunities for mentors
- Work with mentors individually and as a team to schedule and prepare for hosted co-curricular events, resource tours, class visits, and service learning opportunities
- Work with mentors individually and as a team as they learn and practice dialogue facilitation skills
- Track and process hosted events and attendance in ILA records and apply hosted designation to campus calendar
- Assist ILA Director and PSS in scheduling class visits
- Assist ILA Director and PSS in collecting and evaluating qualitative and quantitative data for mentor program assessment

LIB 100/201 Co-curricular Designations (30%)

- Act as liaison to faculty, staff and students seeking LIB 100/LIB 201 designation, including responding to all requests, tracking and processing requests in ILA records and applying designation to campus calendar for approved events
- Assist with assessment of co-curricular designation process and co-curricular requirement
- Serve as the intermediary between the Division of Student Services and the office on all co-curricular materials
- Coordinate/hold workshops/meet individually for co-curricular program approval consultation as necessary

Advising (30%)

- Provide walk in and scheduled academic advising that facilitates student success and persistence in all Brooks College majors/minors.
- Connect students to appropriate resources, support services and educational experiences to facilitate academic and personal success based on their individual needs.

- Assist with My Success Check follow up to provide students with connections they need to persist through college
- Assist with new student orientation/transfer student orientation
- Create supplemental resources to help support student advising

Manage Social Media Accounts and Other Projects (10%)

- Regularly update ILA social media accounts with relevant and timely information about campus events and academic calendar
- Develop engaging, relevant content to increase social media following
- Other projects as assigned by the Director of Integrative Learning and Advising

Professional Development Opportunities:

The GA is encouraged to attend relevant professional development opportunities on campus, including the shared professional development series and the academic advising conference organized by the Academic Advising Center Directors Professional Development Committee. There may also be funding available by request for the GA to attend a relevant regional or national conference.

About the Office of Integrative Learning and Advising:

The ILA office opened in August of 2012 as a part of the Brooks College of Interdisciplinary Studies, and is the first of its kind to merge two distinct areas: Integrative Learning and Academic Advising. Our mission is to serve students by providing timely, accurate, and engaging Academic Advising, while connecting them with unique, integrative learning experiences that further their understanding of themselves and the world around them. Our office staff believes that students, when given the space, can make incredible meaning between the theoretical and the practical. We encourage students to pursue their academic interests, and support them as they develop the skills and experiences necessary for transitioning to the next stage of their careers.

Integrative Learning and Advising Initiatives:

- Co-Curricular Mentors: The ILA office launched the co-curricular mentor program in Fall 2018. Mentors are undergraduate student workers with the option of earning academic internship credit. Mentors facilitate short discussions after co-curricular events, visit LIB 100 and 201 classrooms to introduce students to student support resources, host resource tours to take students to campus spaces offering support services, and act as site leaders for service learning opportunities in collaboration with the Community Service Learning Center.

- **Co-Curriculum:** Designated co-curricular events provide an opportunity for intentional student learning and development which complements the content and skills goals of both LIB 100 and LIB 201. Each course has a co-curricular component where students are required to attend events approved by our office to tie into the curriculum. Our office facilitates the designation process and maintains a calendar of approved and recommended events on campus and in the community.
- **Academic Advising:** Brooks College students have the unique ability to create programs that fit the student's interests, passions, and will ultimately allow the student to successfully pursue goals as a professional. Our office serves as the academic advising center for all Brooks College majors including the following: Liberal Studies, Religious Studies, Women and Gender Studies, African/African American Studies, East Asian Studies, Environmental Studies, LGBTQ Studies, Latin American Studies, Middle East Studies, Human Rights, and Global Studies and Social Impact.

Vision: We strive to help students achieve meaningful, integrative educational experiences by providing them with the tools to transcend the academic, personal, and professional boundaries in their lives. Through this, we will empower students to take ownership of their learning as critical, independent decision-makers who value and maximize their liberal arts educational experiences.

Mission: To serve students by providing timely, accurate Academic Advising, while connecting them with unique, integrative learning experiences that further their understanding of themselves and the world around them.

Values:

- *We value broad, integrative educational experiences that foster student development*
- *We value collaboration and shared expertise throughout the university and community*
- *We value diverse populations and perspectives*
- *We value our role as an advising resource for students, faculty, and staff*
- *We value the role of faculty as an integral part of a student's advising experience*
- *We value ongoing professional development and interactions with the campus community*

Staff:

Our office consists of the Director of Integrative Learning and Advising, an office coordinator, and a graduate assistant (GA). The GA will report to the Director of Integrative Learning and Advising. The graduate assistant will interact with students, faculty and administrative personnel at Grand Valley State University. The administrative responsibilities of this position are designed to develop and enhance program development skills, organization, problem solving, coordination and interpersonal skills that are vital in student affairs professional leadership positions.

Successful candidates will possess the following:

Demonstrated effective verbal and written communication skills; strong interpersonal and organizational skills; demonstrated project management skills, including attention to detail and follow through; ability to work independently and as part of a team; clear commitment to working with diverse populations; flexibility and enthusiasm for change and innovation; familiarity with social media including facebook and twitter; and the ability to work occasional nights and weekends.

Compensation: Assistantship includes a tuition waiver of nine to twelve credit hours and a salary of \$4,000 per semester.