

Laker Academic Success Center Graduate Assistant

Abilities/Skills:

- Must have the ability to navigate a fast paced and intense environment that requires meeting deadlines for multiple tasks.
- Must have the ability to effectively communicate task related needs to multiple resource providers.
- Must have computer software application skills to develop written reports, graphs and tables.
- Must be attentive to detail and accurate in record keeping.
- Must have conflict management and interpersonal skills that maximize success in communicating with individuals from a diverse background.

Responsibilities (include but not limited to):

Academic Advising/Tutoring Coordinator

- Determine the academic support needs of an assigned group of student athletes through regular one-on-one consultation meetings, monitor and report behavior in a structured study environment, and report grades given by instructors.
- Assist Laker Academic Center Advisors by creating written reports that articulate student athlete academic course progress, structured study attendance and behavior.
- Provide course schedule consultations to a selected group of student athletes.
- Complete special projects requiring data collection, analysis, and interpretation.
- Assist tutorial coordinator by setting up group and one-on-one tutorial sessions based on student athlete performance and requests.
- Coordinate the Tutoring Program
- Assist with occasional programming/recruiting visits on weekends
- Maintain the Laker Academic Center Website
- Coordinate study tables and track attendance
- Co-advise Student Athletic Advisory Committee
- Assist the coaches in locating volunteer opportunities for their team to participate in
- Complete special projects requiring data collection, analysis, and interpretation

Required Education/Experience:

Applicant must have completed a bachelor's degree from an accredited college or university.

To apply:

Forward letter of application, complete resume, and at least 3 references to:

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