

GRAND VALLEY STATE UNIVERSITY
Padnos College of Engineering and Computing
College Student Affairs Leadership (CSAL)

Padnos College of Engineering and Computing Graduate Advising Assistant

Job Description:

PCEC Academic Advising Graduate Assistants are full-time (20 hours) GA positions responsible for providing academic guidance and resources to students within the Padnos College of Engineering and Computing. PCEC is home to roughly 2300 students who are engaged learners in secondary admission programs. Academic Advising Graduate Assistants connect students to academic and support resources, review plans of study, and actively participate in new student advising and registration and K12 and community outreach. The assistantship position connects the academic experience by applying classroom theoretical and research practices consisting of advising, counseling, conflict mediation, training, and evaluation and assessment. Graduate Assistants are supervised by full-time, master's level professionals.

Responsibilities:

- Meet with prospective and current engineering, computing, and occupational safety and health management students to help them understand career opportunities, plan their academic program, and choose appropriate co-curricular activities
- Provide advising to transfer students interested in engineering, computing, and occupational safety and health management to improve their academic success and retention, as well as providing relevant information on career opportunities and job market availability
- Make personal contact following the contact timeline with transfer and pre-engineering and computing students over the first-year monitoring students' academic performance until secondary admission
- Perform student background research in support of transfer student orientation and advising
- Perform post-summer freshman orientation review for each student advised and scheduled
- Perform general research activities in support of all student advising
- Review and relay GVSU policies, procedures, program requirements and available resources as needed
- Refer students to appropriate faculty, staff or support programs
- Make recommendations to Advising Center Director for improving student services
- Develop and assist in planning appropriate undergraduate programs and activities pertaining to advising, student success, campus resources, etc.
- Assist the Advising Center Director in keeping the PCEC Advising website, BlackBoard, and other student service technology up to date, researching and implementing new methods of communication to inform the Padnos College of Engineering and Computing students

Expectations:

- Knowledge of Grand Valley policies and procedures, or willingness/ability to learn
- Proficiency in computer applications (Microsoft Word, Excel, Microsoft Outlook, etc.)
- Demonstrated interpersonal and problem-solving skills along with ability to manage time and projects independently

Qualifications:

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

Work Environment:

This position will hold office hours on the Pew and Allendale Campus. Office space will be provided in both the Eberhard Center and Mackinac Hall. In order to accommodate this arrangement, a laptop will be provided.

Expected learning outcomes/professional competencies:

- To enhance the graduate assistant's academic experience by providing an opportunity to increase his or her knowledge of student development as well as the functions of university systems and services
- To become knowledgeable in the process of program evaluation and assessment
- To improve listening and problem-solving skills, especially in regards to undergraduate student needs
- To develop and refine professional written and oral communication skills through interactions with undergraduate students, faculty and staff

Supervision/Collaboration with organization:

Sara Wheeler, PCEC Advising Center Director, will provide coordination of graduate assistant assignments. Senior Academic Advisors will provide daily mentorship and guidance. This will include orientation activities during the first week and briefing regarding university and unit procedures.

Performance will be assessed through direct observation from the advising team as well as student feedback regarding the assistantship.

Additional Information:

There is an opportunity to begin May 9, 2022 to include a summer appointment to assist with first-year and transfer orientation.

Terms of appointment:

The position will work 20 hours per week for three academic semesters (fall, winter, and summer). This position is open to full-time graduate students in the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.

A tuition waiver covers **24 graduate credit hours per academic year** and includes a stipend \$12,000. This assistantship will begin Fall 2022 semester and will conclude Summer 2023.

Contact Information:

Sara Wheeler, Advising Center Director
Padnos College of Engineering and Computing
101 Eberhard Center
301 W. Fulton St
Grand Rapids, MI 49504
(616) 331-6025
wheelea@gvsu.edu

For more information on the College of Student Affairs and Leadership master's program and application process visit <http://www.gvsu.edu/csdl/>