

## GRAND VALLEY STATE UNIVERSITY

### Padnos College of Engineering and Computing

Padnos College of Engineering and Computing - Advising Graduate 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, actively participate in new student advising and registration, and support 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 (12%)
- 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 (12%)
- Make personal contact following the outreach timeline and monitor student academic performance for transfer and pre-engineering and computing students throughout the first year and until secondary admission (12%)
- Perform student background research in support of transfer student orientation and advising (12%)
- Perform post-summer first year orientation schedule reviews for each student advised and registered (12%)
- Perform general research activities in support of all student advising to support EAB navigate case alerts (10%)
- Review and relay GVSU policies, procedures, program requirements and available resources as needed (10%)
- Refer students to appropriate faculty, staff, or support programs (10%)
- Other Responsibilities (10%):
  - o Make recommendations to Advising Center Director for improving student services
  - o Develop and assist in planning appropriate undergraduate programs and activities pertaining to advising, student success, campus resources, etc.
  - o 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 (EAB Navigate, Microsoft Word / Excel / 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 a GVSU Master's program, with preference given to Adult & Higher Education or College Student Affairs Leadership (CSAL) students.

**Work Environment:**

This position will work onsite from the Pew and Allendale campuses. Office space or workstations will be provided in both the Eberhard Center and Mackinac Hall. To accommodate this arrangement, a laptop will be provided.

**Orientation**

The PCEC Advising Center Director, in conjunction with the Graduate Assistant Coordinators, will provide orientation activities during the first week of contract. This will include orientation to all unit software and job tools, and a detailed briefing of job responsibilities and university / unit procedures.

Attendance at The Graduate School's New GA Orientation in the fall is mandatory. The Graduate School will alert students when this orientation date is scheduled.

**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 regarding 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:**

Day-to-day supervision of the Graduate Assistantships will be provided by the Graduate Assistant Coordinators, experienced Academic Advisors within the center. The Coordinators, along with the PCEC Advising Center Director, will work together to coordinate daily mentorship and guidance.

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

**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 students enrolled in a GVSU Master's program, with preference given to Adult & Higher Education or College Student Affairs Leadership (CSAL) students.

A tuition waiver covers **24 graduate credit hours per academic year** (F – 9, W – 9, S/S – 6) and includes a stipend of \$12,000 total (\$4,000 per semester). This assistantship will begin Fall 2024 semester (approximately August 26, 2024) and will conclude Summer 2025 (approximately August 4, 2025).

**Selection Process:**

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

**Contact Information:**

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