Grand Valley State University

Financial Aid Office

Graduate Assistant – Scholarships

2018-2019 Academic Year

**Terms:**

The stipend is $8,000 per academic year ($4,000 per semester), a tuition waiver, and a parking permit. This is a 20 hour per week position open to full-time graduate students in the CSAL program. The tuition waiver covers no more than 18 graduate credit hours for the first academic year (9 credits fall and 9 credits winter). The assistantship is a one-year term with the possibility of a further year upon successful review at the end of the first year.

**Primary Duties and Responsibilities:**

* Oversee the Outside Scholarships Database including:
  + Vetting scholarships for credibility
  + Responding to inquiries from scholarship providers
  + Posting scholarships on the website
* Monitoring and responding to scholarship related e-mails
* Lead scholarship student outreach efforts including:
  + Designing presentations
  + Marketing efforts
  + Presenting scholarship information to classrooms
  + Hosting information tables

**Learning Outcomes:**

* Gain an understanding of key financial aid concepts, processes, and resources available to GVSU students.
* Gain an understanding of the various factors affecting college student attendance and persistence.
* Enhance public speaking skills by presenting to current and prospective students.
* Develop listening and problem-solving skills, especially in regards to undergraduate student needs.
* Develop and refine professional written and oral communication skills through interaction with undergraduate students, faculty and staff.
* Become familiar with University resources available to students.
* Work independently and as a member of a team in order to complete projects.

**Qualifications:**

* Must be enrolled as a degree-seeking graduate student in the College Student Affairs Leadership (CSAL) Graduate Program at Grand Valley State University and maintain a minimum enrollment of nine credit hours per semester. *A first-year graduate student is preferred for this position.*
* Demonstrate effective communication and interpersonal skills.
* Knowledge of basic computer and web applications (i.e., Word, Excel, Outlook email, etc.)
* The ability to organize work time and manage projects independently
* Preferred applicants must have hours of availability within the Financial Aid Office’s operating hours of 8AM-6PM, Monday-Friday
* Applicants are expected to be available to work when the university is open, but class is not in session (i.e. day before Thanksgiving, Martin Luther King Day, etc.)

**Work Station:**

The Scholarships Graduate Assistant has a shared office space within the Office of Financial Aid and Scholarships. A computer and all essential supplies will be provided.

**Selection Process:**

The Financial Aid Office participates in the interviews that take place during the scheduled visitation days. Interested candidates will be interviewed at that time.

**Contact Information:**

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Financial Aid Office

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