

GRAND VALLEY STATE UNIVERSITY
Seidman College of Business
College Student Affairs Leadership (CSAL)
Undergraduate Programs Graduate Assistantship

Job Description:

Graduate Assistants serve primarily as academic advisors to undergraduate business majors and act as a resource for students to help answer their academic questions. The Graduate Assistant will counsel students about options and resources while empowering students to make informed decisions towards their academic goals. Additionally, they represent Seidman College of Business at some Admissions functions and serve as part-time professionals in a variety of managerial capacities.

Responsibilities:

- Provide individual academic advising to undergraduate students
- Navigate the university course catalog and understand degree requirements
- Understand academic policies, regulations, and procedures
- Deliver academic advising during the academic year and for fall and winter orientation
- Assist with Undergraduate Advising Center programs (e.g., transfer student orientation, early warning systems, academic probation, etc.).
- Assist students with scheduling, dropping or adding courses, interpreting degree analyses
- Assist students by telephone and in-person appointments
- Perform degree audits for graduating students
- Schedule transfer students both by appointment and at orientation functions
- Perform other duties as assigned

Expectations:

- Display a positive, customer-service oriented attitude
- Ability to handle multiple tasks, work on an individual level and in a team setting and demonstrate excellent communication skills.
- Maintain student confidentiality at all times and act in compliance with FERPA regulations

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 L. William Seidman Center and Mackinac Hall. In order to accommodate this arrangement, a laptop and/or desktop will be provided.

Expected learning outcomes/professional competencies:

Seidman College of Business uses the ACPA and NASPA professional competency areas as the foundation to help guide opportunities and experiences that allow the graduate assistants to grow and develop as higher education professionals. Graduate assistants will gain knowledge, skills, and dispositions related to providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance. Through developing advising and supporting strategies that

take into account self-knowledge and the needs of others, students will play critical roles in advancing the holistic wellness of themselves, our students, and our colleagues.

Supervision/Collaboration with organization:

Graduate Students report to the Coordinator of Seidman Undergraduate Programs and meet one-on-one on a monthly basis to review progress.

Additional Information:

Ex. The assistantship requires activities on day(s) in the week(s) before each semester begins as assigned (e. g. Final Registration or Transfer Orientation).

Terms of appointment:

The position will work 20 hours per week for 9 months (fall and winter academic term). 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 **18 graduate credit hours per academic year** and includes a stipend of \$4,000 per semester. This is a one-year appointment with an opportunity for renewal for the 2022-2023 academic year.

Contact Information:

Name & Title: Tami DeFouw, Senior Academic Advisor

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