

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

Job Description:

Graduate assistants work part time primarily as academic advisors to undergraduate business majors. This includes one-on-one appointments (in-person, Zoom, and phone), graduation planning, drop-in advising, course planning, GPA requirements, and overall developmental advising. Additionally, they represent Seidman College of Business at some campus events and assist in a variety of administrative capacities.

Responsibilities:

- Assist students with course scheduling, dropping or adding classes, interpreting degree analyses through Zoom, phone, and/or in-person appointments (65%)
- Assist at Admissions recruiting events (5%)
- Give tours of the L. William Seidman Center for prospective students and families (5%)
- Schedule transfer students both by appointment and at orientation functions (5%)
- Support administrative efforts (i.e. phones, front desk coverage, student outreach lists, scheduling appointments, etc.) (15%)
- Complete projects as assigned (5%)

Expectations:

- Individuals should demonstrate critical thinking skills and the ability to balance personal, academic, and work life in a healthy fashion.
- Ability to multitask well, work on an individual level and in a team setting and demonstrate excellent communication skills.
- Maintain professionalism with integrity, maturity, and a willingness to learn
- Display a positive, customer-service oriented attitude

Qualifications:

- Education Requirements: BA/BS required & fully admitted to the Adult & Higher Education and/or College Student Affairs Leadership (CSAL) programs.
- Ability to use (or learn) higher education technology including Banner, Navigate, Microsoft Office, Blackboard, etc.
- Interpersonal communication skills with a customer service focus
- Writing ability and attention to detail

Work Environment:

This position is primarily located on our GVSU Pew Campus in downtown Grand Rapids. Office space will be provided in the L. William Seidman Center. There may be opportunity to provide office hours on the Allendale campus on an as-needed basis.

Expected learning outcomes/professional competencies:

Seidman Undergraduate Advising Graduate Assistants can expect to learn and gain:

- Problem solving skills
- Critical thinking skills
- Conflict Resolution – dealing with difficult students/parents
- Development advising
- Professional Ethics (FERPA, etc.)
- Strategic thinking and planning
- Application of student development theory and advising theory
- Understanding of diversity and equity in regards to advising and higher education
- Project Management
- Leadership skills

Orientation:

Graduate Assistants will be oriented to our office and Seidman College of Business throughout the entire first fall semester of their assistantship. This will include intensive training on the curriculum, office procedures, university policies, introduction of collaborative offices/services, and overview of our GA responsibilities and expectations. This material will be given in group and individual contexts. Students will have the opportunity to shadow all advisors in the office to understand advising styles, operational procedures, and to prepare to meet with student on their own. Once they feel comfortable, we will reverse shadow them until they are ready to take student appointments on their own. We will meet as a smaller Graduate Assistant team once a week for an hour to continue to learn throughout the entirety of the contract.

Supervision/Collaboration with organization:

Graduate Assistants will be supervised by Amy Schuster, Senior Academic Advisor in Seidman College of Business. GA's will have excellent training and support as they continue to gain more responsibility and advanced tasks in the office. They will be encouraged to seek out multiple opportunities of professional development and mentorship through the Undergraduate Advising team and beyond. GA's can expect weekly GA team meetings and additional 1:1 meetings with Amy as needed or as requested.

Additional Information:

Seidman Graduate Assistants are needed in the summer months as well and paid at an hourly rate during this time. We also hope that there can be a 1-2 day training prior to the fall semester starting if schedules allow.

Terms of appointment:

The position will be 20 hours/week for 15 weeks per semester (9 months) both Fall and Winter. Summer employment is on an hourly basis. 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 *9 credits in Fall and Winter semesters* and includes a stipend of \$4000 per semester (paid biweekly). This assistantship will begin Fall 2024 semester and will conclude at the end of Winter 2026.

Contact Information:

Amy Schuster, M. Ed. (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/>