

GRAND VALLEY STATE UNIVERSITY
Student Academic Success Center (SASC)
College Student Affairs Leadership (CSAL)
Success Coach Graduate Assistant

Job Description:

The Success Coach Graduate Assistant will assist in the implementation of learning skills services for Grand Valley students. This will include providing individual success coaching, developing and presenting group workshops on learning skill topics, and working closely with campus partners to provide academic support programming.

Responsibilities:

- Provide individual success coaching for Grand Valley students which includes assessment of learning difficulties, development of a plan for improvement and individual instruction on techniques and personal learning strategies
- Create & present academic success workshops for students on topics including: study strategies, test taking skills, goal setting, motivation and time management
- Provide success coaching and intervention programming for students on jeopardy of dismissal and academic probation
- Document data regarding learning skills activities
- Assist in providing supervision and direction to undergraduate student peer coaches.
- Attend SASC staff meetings
- Contribute to and maintain the success coaching and learning skills websites
- Review and study literature on learning theory and success coaching
- Participate in professional development activities as possible
- Manage content creation and posting timeline for social media accounts
- Conduct direct student outreach as assigned
- Other duties as assigned by the supervisor

Expectations:

- Individuals should be comfortable presenting in front of large groups and meeting one-on-one with students.
- Ability to meet deadlines, work on an individual level (self-directed), and work in a team setting.
- Individuals should demonstrate critical thinking skills and the ability to balance personal, academic, and work life in a healthy fashion.

Qualifications:

- Education Requirements: BA/BS required & acceptance to the GVSU Master of Education Program
- Available to work some evenings and flexible schedule, preferred
- Strong presentation and communication skills

Work Environment:

This position will hold office hours on the Allendale campus. Cubicle space will be provided in the Lubbers Student Services Center. GA will be provided a laptop and phone extension via Skype. Some flexibility in office hours modality (virtual or in person), pending supervisor approval.

Expected learning outcomes/professional competencies:

In this position the graduate assistant will gain experience in academic support and interventions, event planning, communication, supervision, conflict management, problem solving strategies, facilitation/presentation skills, student learning and development, technology, assessment and evaluation, equity, diversity, and inclusion, ethical professional practice, leadership, and law and policy specific to higher education.

Supervision/Collaboration with organization:

- The GA will be supervised by the Student Retention and Special Projects Coordinator under the direction of the Director for Student Success Programs
- The GA will participate in general department training as well as receive specific training as it relates to learning skill services
- The supervisor will meet at least bi-weekly with the GA to discuss progress, allow for dialogue, and informal feedback
- The GA will be given the opportunity to learn about, observe and participate in other student success programming provided within the department and throughout the university
- GA will also be expected to participate in weekly staff meeting
- The GA will also be encouraged to participate in professional development opportunities both at Grand Valley and through professional associations

Terms of appointment:

The position will work 20 hours per week for 10 months. 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 **21 graduate credit hours per academic year** and includes a stipend of \$9,000. This assistantship will begin Fall 2022 and will conclude Winter 2023.

Contact Information:

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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/>