

GRAND VALLEY STATE UNIVERSITY
Office of Student Life
College Student Affairs Leadership (CSAL)
Student Organization and Leadership Development Graduate Assistant

Job Description:

There are six Graduate Assistant positions that serve as essential team members in The Office of Student Life. All GA positions include substantial programming responsibilities as well as significant student advising, mentoring, and/or student interaction. Each GA has specific responsibilities related to a functional area but additionally will become exposed and contribute to a wide array of student services and events through The Office of Student Life.

The Student Organization and Leadership Development graduate assistant provides training and development opportunities for nearly 400 student organizations and manages our student organization database, LakerLink. Leadership development responsibilities include the coordination and implementation of various campus wide leadership programs and workshops. Core responsibilities also include but are not limited to: student staff/leader hiring, development, and evaluation, program assessment, promotions, and website maintenance. Graduate Assistants report directly to a full-time master's level professional staff member.

Responsibilities:

- Coordinate student organization programming including but not limited to: Ignite (student organization officer training), Campus Life Night (campus involvement fair), Student Life Awards, and a workshop series. Specific leadership programming responsibilities include coordination of the First Year Leadership Experience, Leadership Summit, and I am Grand Valley.
- Manage student organization administrative processes and needs through the student organization database LakerLink.
- Responsibilities also include student staff/leader hiring, development, and evaluation, program assessment, event promotions, website maintenance, participation in staff meetings, drop-in student advising, and additional event support as needed.

Expectations:

- The ability to set goals, establish priorities, and demonstrate effective use of time, facilities, skills, and other resources to accomplish objectives.
- Strong communication and presentation skills.
- Demonstrate effective critical thinking skills and adaptability in a dynamic ever-changing work environment.
- Due to the vibrant campus culture, GAs must have a willingness to work frequent irregular hours, including evenings and weekends for programs and events.

Qualifications:

- Education Requirements: BA/BS required & acceptance to the GVSU Graduate School.
- Experience in event planning, facilitation / training, and strong presentation skills preferred.

Work Environment:

This position holds office hours entirely on the Allendale Campus. A designated desk space, including a desktop computer, is provided within the Office of Student Life in the Kirkhof Center.

Expected learning outcomes/professional competencies:

The graduate assistant will gain skills in student organization advising, program/event planning, conflict management, strategic planning, presentation abilities, database and website management, inclusion and equity topics, and other professional development opportunities.

Supervision/Collaboration with organization:

The GA will report directly to the Assistant Director of Student Organizations.

Terms of appointment:

The position will work 20 hours a week for 10 months. This position is open to full-time graduate students in the College Student Affairs Leadership (CSAL) program.

A tuition waiver covers **21 graduate credit hours per academic year** and includes a stipend of \$9000. This is a one-year appointment with an opportunity for renewal for the 2022-2023 academic year.

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/csdl/>