

Computing Advising Center - Student Assistant Position Description

www.gvsu.edu/computing/advising

Position Summary:

As a team member of the College of Computing Advising Center, the Student Assistant will be responsible for various office and clerical work, while serving as the first point of contact for any visitors. Student Assistants will be expected to provide exceptional customer service while being knowledgeable of office procedures and relevant happenings. This role reports to the Computing Advising Center Office Coordinator.

Job Duties:

- Assisting students and other guests visiting the office in-person
- Scheduling advising appointments and checking in students for appointments via Navigate360
- Answering the Computing Advising Center main phone line
- Monitoring the Computing Advising Center email inbox
- Helping with general upkeep and organization of the office
- Other duties as assigned

Required Qualifications:

- Current GVSU student enrolled in at least 6 credits or will be at the time of employment.
- Excellent customer service and interpersonal skills
- Ability to appropriately handle confidential information
- Flexibility to manage variable work demands
- Attention to detail and critical thinking skills
- High quality oral and written communication skills
- Ability to collaborate with others and work independently as needed.

Standard Hours and Wages:

The Computing Advising Center is open Monday through Friday from 8am – 5pm, except on University Holidays and Campus Closure dates. Student Assistants are expected to work on-site in our office located in Mackinac Hall (Allendale). During the academic year, Student Assistants typically work 10-20 hours a week, but this amount is flexible.

The starting wage for this role is approximately \$16/hour. Yearly wage increases are granted at supervisor discretion.

How to apply:

1. Download and fill out the *Student Assistant Application* from our website
2. Click the blue “Apply” button on the Workday job posting
3. Complete the steps as prompted. Be sure to upload **both** of the following documents:
 - a. Resume or CV
 - b. A **completed** *Student Assistant Application*

All applications must be submitted by Friday, July 17th to be considered for review. Soon after this date, applicants will either receive an invitation to interview or a notice of rejection. This position’s start date is approximately August 31st, 2026.

If you have any questions about the role or application process, reach out to our office at computing.advising@gvsu.edu or call us at (616)331-2310.

Computing Advising Center - Student Assistant Application

Personal Information:

(Note: This section is for informational purposes only and will not influence hiring decisions)

Name:

Class Standing/Year in School:

Pronouns:

Expected Graduation month/year:

Cell Phone:

G Number:

Major:

International Student? Yes No

Minor:

*Work Study? Yes No

GVSU Email:

**Work Study is a federal program assisting those with demonstrated financial need. [Learn more about this program and see if you qualify.](#)*

Application Questions:

What qualities do you find most important in providing excellent customer service? How would you implement these in action?

Share a piece of constructive feedback that you've received in the past. How did you respond?

Scheduling & Availability:

In the table below, please indicate the times each day that you are **available to work** for the Fall 2026 semester.

- Ensure you have enough time to transition/travel between work and other commitments, such as classes.
 - Keep in mind that our office is located in Mackinac Hall on the Valley Campus (Allendale).
- Please provide **all** hours that you are available between 8am and 5pm.
 - This is just to determine when you *could* be available to work. You will not be expected to work all of these hours.
- NOTE: For the 2026-2027 academic year, we are only looking for someone to work 5-7 hours per week.

	Availability between 8am-5pm
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Additional comments/notes: