



**Title:** Recruitment Graduate Assistant

**Job Description:**

Represent Grand Valley State University at high school visits, college fair programs, graduate school fairs, and other recruitment events on the Allendale and Grand Rapids campuses, and throughout the state of Michigan as needed. Give regular admissions presentations and correspond with prospective students and their families. Assist in the organization of various recruitment events. Provide support for Admissions and Recruitment staff members as needed.

**Responsibilities:**

- Lead weekly GVSU admissions presentations for prospective students and families (30%)
- Assist with high school visits, college fair programs, graduate school fairs and other recruitment events (20%)
- Respond regularly to inquiries and webmail questions from prospective students (20%)
- Assist with Open Houses (15%)
- Assist with New Graduate Student Orientation (5%)
- Office appointments with prospective students as needed (5%)
- Other duties as assigned (5%)

**Expectations/Qualifications:**

- Must possess a strong desire to positively represent Grand Valley State University
- Strong communication and organizational skills
- Ability to pay attention to details
- Ability to be flexible to support the Admissions and Recruitment Offices in Allendale and Grand Rapids
- Experience with word processing, spreadsheets, and database software
- Must be fully admitted to a GVSU graduate program and maintain throughout length of GA contract, a 3.0 or higher GPA.
- Must attend the Graduate School's mandatory New GA Orientation on Friday, August 22, 2025, 3:00-4:00pm in Loosemore Auditorium on the Robert C. Pew Grand Rapids Campus.

**Work Environment:**

This position will hold office hours on the main campus in Allendale and the Robert C. Pew Grand Rapids Campus. Office space will be provided in both the Arend & Nancy Lubbers Student Services Center and Richard M. DeVos Center. To accommodate this arrangement, a laptop and/or desktop will be provided.

**Expected learning outcomes/professional competencies:**

The Recruitment Graduate Assistant will gain skills in communication (oral and written), advising and supporting, leadership, program/event planning, and technology.

**Supervision/Collaboration with organization:**

The Recruitment Graduate Assistant will have one direct supervisor who will provide ongoing support and mentorship through one-on-one weekly meetings. There will also be opportunities to participate in monthly staff meetings with the entire Admissions and Recruitment staff.

**Additional Information:**

Limited evening and weekend work will be required.

**Terms of appointment:**

The Recruitment Graduate Assistant will work 20 hours per week for 10 months. This position is open to full-time graduate students. Preference will be given to students in the Education, Communications, or Business Administration programs.

A tuition waiver covers 21 credits (9 Fall, 9 Winter, 3 Spring/Summer) maximum and includes a stipend of \$14,000 per year (\$7,000 per semester, Fall and Winter). The 2025-2026 assistantship will begin August 11, 2025 and conclude May 15, 2026.

**Contact Information:**

Tracey James-Heer  
Admissions and Recruitment Office  
1 Campus Drive  
Allendale, MI 49401  
616-331-2025  
[james-ht@gvsu.edu](mailto:james-ht@gvsu.edu)