**CEHD- Student Success, Graduate Assistant**

##

## **Department**

## College of Education and Human Development (CEHD) - Student Success

## **Location**

## Sangren Hall

**Job Type**

1 Full-Time Academic Year GA, 20 hours contract per Fall and Spring semester

##

## **Full Job Description**

The Graduate Assistant for the College of Education and Human Development’s “Student Success” team will work closely with vulnerable undergraduate students within the college to advocate for student success through a holistic, student-centered approach. You will inspire learners to realize their potential, progress on educational goals, and make the most of their abilities at Western Michigan University. Our team is committed to making a difference, one amazing student at a time.

The Graduate Assistant for the College of Education and Human Development’s “Student Success” team will be the figure who helps students strive for academic excellence by empowering them to do their best work, recognize their agency, and overcome challenges. You will work closely with various students throughout their learning experience to challenge, motivate, support, and inspire them to do more than they may have thought possible.

**Job Duties:**

-Conduct continuous success appointments with a caseload of College of Education and Human Development undergrads to empower them through a holistic-minded lens of student success.

-Connect various College of Education and Human Development undergrads with important resources that will maximize their holistic success.

-Co-create individualized success plans per check-in meeting with various College of Education and Human Development students.

-Collaborates with other university units and community partners to develop and implement resolutions for students.

-Resolve student concerns in a professional and punctual manner.

-Ensure student tracking data is recorded accurately.

-Organize various student events throughout the semester that cultivate success in college.

-Manage the College of Education and Human Development “Success” email account.

-Partner with College of Education and Human Development “Success” supervisor to design and lead a handful of lesson plans designed to promote student success and academic discovery.

-Communicate regularly with the College of Education and Human Development Student Success team supervisor and academic advising members.

-Maintains regular communication with assigned students and provides retention feedback.

-Ensure compliance with university, state, and federal guidelines and policies (i.e. FERPA confidentiality, misconduct reporting, etc.).

-Other duties as necessary and directed by the supervisor to support the initiatives of the College of Education and Human Development.

**Skills:**

* Ability to work independently and in a group environment as part of a well-functioning and diverse team.
* Excellent technical skills (e.g., Microsoft Office Suite, etc.)
* Organizational skills, attention to detail, and effective time management skills.
* Strong written and oral communication.
* Ability to follow guidelines, structure and established policy while working with others.
* Empathize with the needs of students.
* Establish strong rapport with students.
* Phone, texting, video communication, and other digital abilities.