Graduate Assistant – Government, Non-Profit, and Social Entrepreneurship
Cohen Career Center
Division of Student Affairs

Position Overview
The Government, Non-Profit and Social Entrepreneurship Assistant works to meet the career development needs of all W&M students (excluding JD’s and MBA’s) and young alumni with an interest in pursuing career opportunities in Government, Non-Profit and Social Entrepreneurship.

Department Mission
As partners in the educational process, we will support students and alumni through access to comprehensive career development programs, services, connections, and resources, empowering them to pursue their post-graduate plans and navigate lifelong career changes.

Position Type
☒ Masters Level  ☒ Full-time (20 hours/week)
☐ Doctoral Level  ☐ Part-time (10 hours/week)

Compensation / Benefits
- This assistantship qualifies a full-time student for the 2018-19 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

Position Elements
☒ Mostly 9 a.m. -5 p.m. work  ☐ Occasional night/evening work
☐ Frequent night/evening work  ☒ Weekend work: Often, Sometimes, Rarely
☐ Hires student workers  ☐ Supervises / evaluates student workers
☒ Frequent student interaction  ☒ Leads training sessions for students
☒ Advises individual students  ☒ Advises student organizations
☐ Budget management  ☒ Event/program management
☐ Individual work space  ☒ Shared work space
☐ Independent work  ☒ Collaborative / group work
☐ Conference/workshop funding available  ☐ May take internship at same time as GA
☒ Opportunity for committee work  ☐ Opportunity for summer employment

Reporting: The Graduate Assistant will report directly to the Director, Public Service Careers and subsequently to the Associate Vice President of the Cohen Career Center.
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**Responsibilities**

- Meet with quick-advising and scheduled student advisees/appointments on a variety of career-related topics including job search strategies, resume reviews, and interview preparation.
- Regularly research, evaluate, update, and communicate Government, Non-Profit and Social Entrepreneurship careers information via the Career Center website, newsletters, information sessions and other publications and events.
- Work with Career Center staff in the coordination of events, workshops, and related programs for students others expressing an interest in Government, Non-Profit and Social Entrepreneurship career opportunities.
- Enhance relationships with William & Mary alumni and employer representatives. Serve as point-person for ongoing coordination of their participation via outreach and event invitations.
- Develop relationships with Government, Non-Profit and Social Entrepreneurship -based student organizations and occasionally attend their meetings, representing the Career Center. Seek opportunities for the Career Center to collaborate with student organizations on career-related programming.
- Attend weekly Career Center staff meetings and assist with major career events (fairs, info-sessions, orientation programs, and other events).
- Attend regularly scheduled Student Affairs Division meetings.

**Preferred Qualifications**

- Prior work experience.
- Excellent verbal, written, and presentation communication skills.
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.
- Self-starter with initiative and instinct for new and creative solutions.
- Proven team player willing to assist colleagues with planning and execution of projects and programs.

**Learning Outcomes**

At the conclusion of the experience, the Graduate Assistant for Government, Non-Profit and Social Entrepreneurship Careers will be able to:

- Provide one-on-one and group career advising for students Government, Non-Profit and Social Entrepreneurship careers
- Articulate the values of a liberal arts education, internships, and skills in the employment marketplace
- Plan and implement career programs and events

**Direct Supervisor**

Wendy Webb-Robers  
Director, Public Service Careers  
Cohen Career Center  
wkwebb@wm.edu

Interested applicants are welcome to contact the supervisor with any questions.