Center for Student Diversity
Graduate Assistant - Position Description

Responsibilities:

- Coordinate undergraduate SPAN Peer Mentor program and lead team of undergraduate student coordinators
- Coordinate peer mentor program recruitment, training, communication, events, and assessment processes
- Assist with aspects of the Preparing for Life as a University Student (PLUS) Program events and initiatives;
- Advise students participating in the SPAN and PLUS programs;
- Assist in development, implementation and assessment of events and programs in collaboration with CSD staff
- Serve as an active member of the Center staff through attendance at meetings, programs, etc.;
- Attend monthly student affairs divisional meetings;
- All other duties as assigned.

Classification/Hours:

- Position open to William and Mary graduate and professional students
- Full-time (20 hours per week)

Immediate Supervisor:

Margie Cook, Associate Director, Center for Student Diversity

Selection Criteria:

- Interest in working with students from under-represented and/or under-served populations. Prior experience is a plus.
- Understanding of diversity and inclusion dynamics and issues in higher education is preferred.
- Strong communication and collaboration skills
- Willingness to work some evening and weekend hours. Most hours are flexible.

For more information, please contact:

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