Dean of Students Office
Academic Enrichment Programs

Supervisor: Nancy Everson
Assistant Dean of Students
naever@wm.edu; 757-221-2510

Dean of Students Mission:
The Office of the Dean of Students assists students, graduate and undergraduate, from orientation to William & Mary through completion of their academic and personal goals. The Dean of Students staff advocates for students, acts as a liaison between students and academic departments, and provides support and challenges to enhance personal growth, as well as personal authority and responsibility in each student.

Sample of Responsibilities:

- Provide guidance to students regarding policies and procedures in 20-Today appointments, with walk-ins and during phone calls. Support the general services of the Dean of Students office.

- Manage aspects of the Dean of Students—Academic Enrichment Programs web page. Ensure information is current and accurate. Maintain calendar. Assist with management of three Blackboard sites.

- Assist with supervision of Tribe TutorZone, a campus-wide tutoring initiative, including on-site supervision, record keeping and assessment. Collaborate with Assistant Dean and Faculty Advisory Board on program planning. Coordinate national certification processes.

- Teach weekly small-group workshops on various strategic learning topics. Provide one-on-one guidance to students with time management needs. Conduct presentations as needed.

- Regularly update workshop and learning assistance outreach materials. Conduct yearly assessment of outreach efforts.

- Assist Dean of Students with assessment and evaluative work.

Hours:
This full time Graduate Assistant works approximately 20 hours per week. Generally 10 hours within Monday-Friday 8 a.m. to 5 p.m.; 10 hours evenings and/or weekends at Tribe TutorZone. There is some flexibility in scheduling.

Desired Abilities:
The successful candidate will demonstrate an ability to collaborate, possess excellent written and oral communication skills, and have an interest in working with students. The ability to foster growth and development in others is an asset.