Graduate Assistant of Academic Enrichment Programs  
Academic Enrichment / Dean of Students  
Division of Student Affairs

**Position Overview**
The Graduate Assistant for Academic Enrichment Programs, as a member of the Dean of Students Office, assists in the development, supervision and assessment of Academic Enrichment Programs, including the Tribe TutorZone, as well as working directly with students in pursuit of their academic goals.

**Department Mission**
We assist students in their efforts to reach full personal and academic potential through advocacy and support.

**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
- ☒ 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

**Additional elements:**
- Weekly late afternoon sessions on a weekday at Tribe TutorZone.
- Sunday afternoon or evening hours at the Tribe TutorZone are required.
- Occasional evenings for Tutor Training Academy.
**Job Responsibilities**

- Provide guidance to students regarding policies and procedures. Support the general services of the Dean of Students Office to include meeting with and/or appropriately referring students who encounter difficulty with personal, academic, health, or mental health matters. Become familiar with W&M academic requirements.

- Assist with support for Academic Intervention students on academic probation/warning under the supervision of the Academic Enrichment Director, including monitoring their progress and providing structured guidance. Become familiar with W&M continuance benchmarks.

- 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, detailed record keeping and assessment, outreach, hiring and training. Collaborate with Senior Assistant Dean and Faculty Advisory Board on program planning. Assist with coordination of national certification processes. Oversee staff of 50-70 peer tutors. Participate in weekly meetings with lead tutors. Monitor TutorZone email.

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

- Assist with ongoing assessment and subsequent revision of Academic Enrichment programs. Participate in program design, development and implementation.

- Participate in generalist responsibilities in the Dean of Students Office including assisting with phone coverage and walk-in visitors.

**Preferred Qualifications**

The successful candidate will possess excellent written and oral communication skills, proficiency with technology, and have a strong interest in working with students. The ability to foster growth and development in others is an asset. Interest in interdepartmental collaborations required, as well as the desire and ability to function as part of a team. The successful candidate will possess excellent attention to detail, dependability, a strong work ethic, ability to prioritize, well-developed organizational skills, and the ability to assimilate into the culture of a fast-paced, demanding office.

**Learning Outcomes**

- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative design, development, implementation and assessment.

- Develop self-awareness and connection of personal values to profession goals.

**Direct Supervisor**

Nancy Everson  
Assistant Dean of Students, Director of Academic Enrichment Programs  
naever@wm.edu  
757-221-2510

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