Graduate Assistantship Position Description

Reports to: Director of Care Support Services

General Philosophy
The Office of the Dean of Students views this assistantship as an integral position on the staff, providing meaningful professional service to and for students at the College of William and Mary. We also recognize that this position serves as professional development for the graduate assistant. Therefore, the student will be exposed to, and has the opportunity to interact with services and programs of the office that may not be direct responsibilities listed below. Skill development opportunities include administrative support, research, presentations, and student advising.

Selection criteria
We will accept applications from first and second year masters students and doctoral students in the EPPL program. The successful candidate will have excellent written and oral communication skills; the ability to assimilate into the culture of a fast-paced, demanding office; organizational and management skills; the ability to handle conflict on a regular basis; a strong interest in working with students who are experiencing crisis (medical, mental health, personal); and the ability to work within a diverse setting with faculty, student affairs staff, students, and family members.

Responsibilities
- Advise individual students receiving Care services under the supervision of the Care Support Services Director.
- Effectively use the Advocate system to make student case notes and assist in monitoring and supporting students receiving CSS case management services.
- Maintain the Care Support Services website, including development of online resources for students.
- Assist in preparation of meeting materials for the Medical Review Committee and Care Team meetings.
- Develop and administer student surveys delivered via email (January and May administration) to assist in monitoring student service and resource needs.
- Perform other duties as assigned by the Director of Care Support Services.

Hours
Full-time assistantship (average of 20 hours per week), generally within Monday-Friday from 8:00 a.m. to 5:00 p.m., some evening and weekend commitments may be expected. There is some flexibility in scheduling.

Contact
Rachel McDonald, rlmcdonald@wm.edu, 757-221-2510