Reves Center - Global Education Office

Supervisor: Molly DeStafney

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Office Mission: Our goal at the Reves Center is to encourage students, faculty, and community members to engage and learn from perspectives that are different from their own. We support W&M students and faculty in all phases of the study abroad process and work closely with those involved in our faculty-led summer programs, sponsored semester programs, and tuition exchanges.

Sample of Responsibilities:

- Develop and maintain materials (websites, fliers, fact sheets, binders) on W&M study abroad programs and study abroad scholarship opportunities
- Assist with on-campus programming, specifically organizing the Summer Program Open House in November. Other programming can include Study Abroad Information Sessions, Pre-Departure Orientations, Re-Entries, Photo Contest, and Study Abroad Fair(s)
- Provide general office support for the front office/process study abroad application paperwork and e-mails with students and faculty
- Assist in reviewing student applications for W&M sponsored programs, exchanges, and summer programs
- Assist in reviewing student scholarship applications and administration of scholarships
- Assist with researching, benchmarking, and compiling information about non-W&M study abroad programs
- Manage Blackboard sites for faculty-led summer programs and sponsored programs, and corresponding materials
- Carry out special projects (these vary by semester and can often be selected or shaped to meet the interest of the GA. Potential opportunities include: creating and implementing a system in the office’s enrollment management system to track student scholarship recipients volunteer hours; researching effective pre-departure materials, etc.)