GA for the Global Education Office
Global Education Office
Reves Center for International Studies

Position Overview
The Graduate Assistant for Global Education is primarily responsible for managing the Summer Program Open House in November, overseeing the Annual Photo Contest, reviewing applications; and assisting in the administration of scholarships.

Department Mission
Our mission is to support and promote the internationalization of learning, teaching, research and community involvement at William & Mary. We do this through programs for education abroad, international students and scholars, and global engagement across the university.

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 2017-18 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: Rarely

☐ 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:
- Office hours are flexible
- Frequent student interaction depends on work hours
- Involvement with the Study Abroad Student Advisory Board (SASAB) with the possibility of overseeing the group
- Work as needed with the entire Global Education Office
- Interact with faculty
Job Responsibilities

- Develop and maintain materials (websites, fliers, fact sheets, binders) on W&M study abroad programs and study abroad scholarship opportunities
- Manage the Summer Program Open House in November
- Oversee the Annual Photo Contest
- Provide general office support for the front office/process study abroad application paperwork and emails with students and faculty
- Assist in reviewing student scholarship applications and administration of scholarships
- Assist in reviewing student applications for W&M sponsored programs, exchanges, and summer programs
- Assist with on-campus programming including Study Abroad Information Sessions, Pre-departure orientations, Re-Entries, and Study Abroad Fair(s)
- Assist in 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…)

Preferred Qualifications

- Previous study abroad or international experience
- Event planning skills
- Ability to pay close attention to detail
- Public speaking skills
- Previous office experience
- Ability to work independently

Learning Outcomes

- Attain familiarization with the field of international education
- Acquire program management techniques
- Gain a familiarity with a database enrollment management system (Terra Dotta)
- Develop application review and event planning skills

Direct Supervisor

Nasha Lewis
Assistant Director of Global Education
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Interested applicants are welcome to contact the supervisor with any questions.