Position Overview
The Graduate Assistant for International Programming is primarily responsible for developing and implementing trips, events, and activities for the international student community.

Department Mission
The mission of the Office of International Students, Scholars, and Programs is to support and advocate for the success of William & Mary’s international community. We foster the personal, cultural and intellectual development of both the university and global community through holistic, collaborative programs and services.

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
• Additional benefits: Funding for conference/professional development available.

Position Elements
☒ Mostly 9 a.m. -5 p.m. work ☐ Occasional night/evening work
☐ Frequent night/evening work ☒ Weekend work: Sometimes
☒ 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.
• Opportunities exist for presentations and leading training sessions for students.
• Appointment begins with Graduate International Orientation which usually takes place in mid-August.
**Job Responsibilities**

- Develop, publicize, and lead trips, events, and activities for the international student community.
- Maintain programming budget of approximately $6,000 per year.
- Assist with and present at the Graduate and Undergraduate International Student Orientations.
- Co-manage the assessment and benchmarking of ISSP’ student programs.
- Work collaboratively with campus offices, departments, student groups, and off-campus organizations to develop programming initiatives.
- Support international students, including listening to their needs and concerns and orienting them to available resources on-and off-campus.
- Lead members of the International Student Advisory Board (ISAB) at the International Student Leadership Conference in Harrisonburg, VA during the last weekend in March.

**Preferred Qualifications**

- Experience in programming/event planning. Training will be provided but candidate must have a strong interest in programming.
- Outgoing, friendly, and enthusiastic.
- Ability to work with individuals from diverse backgrounds.
- Organizational and time management skills.
- Creativity balanced by an attention to detail.
- Ability to work independently as well as part of a team.
- A valid driver’s license is required as the graduate assistant will be required to drive a W&M 12 passenger van for some events and trips.

**Learning Outcomes**

- Develop basic professional competencies in the field of international higher education.
- Learn program management, program planning, budget management, and program assessment skills.
- Develop cross-cultural competencies through working with a diverse student population and advocating for the needs of international students.

**Direct Supervisor**

Eva Wong  
Assistant Director for International Programs  
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Interested applicants are welcome to contact the supervisor with any questions.