Office of International Students, Scholars, and Programs (ISSP)  
Reves Center for International Studies

Graduate Assistant for International Programming

About ISSP: We support the international student, scholar, and faculty community at William and Mary. Our services include immigration/visa advising and sponsorship as well as international orientation, trips, and events. Our programs are designed to assist and support the university’s international community, ensuring a smooth transition to and an academically successful experience at W&M.

Primary responsibilities
• Coordinate, publicize, and lead trips, activities, and events for the international student community.
• Maintain programming budget of approximately $7,000 per year.
• Assist with and present at International Student Orientation.
• Lead members of the International Student Advisory Board (ISAB) at the International Student Leadership Conference in Harrisonburg, VA during the second or third week of March.

Secondary responsibilities
• Assist staff in creating collaborations with other offices on campus (e.g. Counseling Center, Recreation Center, etc.) to develop and implement programming for international students.
• Attend staff meeting and record meeting notes.
• Conduct research on best practices.
• Provide front office administrative support.
• Other duties as assigned by Reves staff.

Hours and Compensation
This 20 hour per week assistantship is open to master’s and doctoral students. Approximately 8-10 hours per week is performed in the office. The remaining hours are spent offsite in programming. Weekend and evening work is required on a regular basis (e.g., international student trips, events, orientation, etc.). Appointment begins with International Graduate Orientation which usually takes place in mid-August.

Immediate Supervisor
The graduate assistant reports to the International Student and Scholar Advisor but will also work with all ISSP staff.

Desired Skills and 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.

Contact: Eva Wong, International Student and Scholar Advisor; ywong@wm.edu; 757-221-3166.