Requirements

- Co-advise (with the Coordinator: Programming) the campus’ primary programming body (Alma Mater Productions, “AMP”)
- Serve as advisor to five executive board members of Alma Mater Productions
- Meet weekly with the executive board, all advisees, executive officers, and Coordinator
- Work with agents and performers to negotiate performance agreements for campus activities (within a significant campus allocated budget)
- Assist with the creation and implementation of board training and retreats
- Supervise, oversee, and attend various campus events
- Assist in the coordination of special events for the college community such as Homecoming, large concerts and comedians, and Family Weekend
- Work with Dining Services employees and Sadler Center staff to ensure successful relationship and operation of Lodge 1
- Attend division meetings and serve as a member of one of the division-wide task forces
- Attend Student Leadership Development staff meetings and hold regular posted 15 weekly office hours
- Responsible for tracking and evaluation of AMP Events
- Conduct end of the year assessment
- Assist in forwarding the mission of Student Leadership Development through special projects such as CORT Series workshops and other resources for student organizations
- All other duties as assigned.

Classification/Hours
This assistantship is open to both masters and doctoral students. It is a full time (20 hours a week) position, with the understanding that some weeks require more hours than others. Some hours will be spent in the office while others are at events.

Benefits
Tuition and masters/doctoral stipend. Amount of stipend will depend on next year’s annual tuition costs (determined in April). The 2015-16 anticipated package is a total of $16,000.

Immediate Supervisor
The graduate assistantship reports to the Coordinator: Programming and will work with the other staff members in the Office of Student Leadership Development. For more information, please contact Kaitlyn Schmitt at kaitlyn@wm.edu or call 757-221-3286.

Selection Criteria
The ideal candidate possesses a background in campus programming whether through a program board, student government, Greek life, or general student activities involvement. Candidates should exhibit maturity, enthusiasm, and creativity.