Graduate Assistant for Student Assembly
Student Leadership Development
Division of Student Affairs

Position Overview
This graduate assistant position will work alongside the Associate Director to advise, oversee, and implement the events and initiatives sponsored by the William & Mary student government association (Student Assembly).

Department Mission
At William & Mary, we believe that student leadership development is a cornerstone in supporting our students to become engaged citizens. Student leadership involves cultivating a frame of mind for exploring self, others, and community. Leaders develop a skill set to adapt to change, craft creative solutions, and seize opportunities. Leaders are moved by what they care about to make the world a better place.

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: 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:
- It is not recommended to take an internship during the first semester of this position.
- Office hours are flexible around scheduled advising meetings.
- Night/weekend work required through the academic year
Job Responsibilities

- With the Associate Director, directly advise the student assembly and related initiatives; attending weekly meetings and advising appointments
- Provide support in the planning and execution of major events and programs
- Assist in the administration of the student activity fee
- Serve as a staff member of the Office of Student Leadership Development, executing and implementing projects, programs, and initiatives that forward the development of leaders at William & Mary
- Other duties as assigned by supervisor that furthers related initiatives across the campus community

Preferred Qualifications

- Ability to take initiative and be a self-started on projects
- Ability to work both collaboratively and independently
- Experience with student government and/or similar student organization leadership experience

Learning Outcomes

- **Student Learning and Development, and Advising and Helping:** be able to apply the student development and learning theory learned through graduate coursework; provide individual students and student organizations with support, direction, feedback, critique, referral, and guidance.
- **Assessment, Evaluation, and Research:** to use, design, and conduct, qualitative and quantitative assessment that demonstrate impact on student learning/experiences.
- **Leadership:** be able to work with students and fellow staff members to effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Personal Foundations:** be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one’s own areas of strength and growth; have a passion for work; and remain curious.

Direct Supervisor

Trici Fredrick
Associate Director, Student Leadership Development
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Interested applicants are welcome to contact the supervisor with any questions.