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 2018-19 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
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Interested applicants are welcome to contact the supervisor with any questions.