Position Overview
The Office of Academic Support Services is seeking a qualified candidate to fill a Graduate Assistantship position within the Department of Athletics. Reporting to Associate Athletic Director of Academic Services, the graduate assistant will work in an office responsible for student development and monitoring academic progress for all members of each of our 23 varsity athletic teams.

Department of Intercollegiate Athletics Mission Statement:
The College of William and Mary is committed to the development of its students as whole human beings, in mind, body and spirit. The College offers a broad-based intercollegiate athletic program in the belief that athletic participation promotes sound physical being, fosters strength of character, builds leadership qualities and contributes positively to the College community. The athletic program is built around the concept of the student-athlete, where intellectual and athletic achievement is complementary and supportive. In athletics, competitive excellence is paramount but will not be achieved without a proper balance with the academic and social elements of the collegiate experience.

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: (Football and Men’s Basketball season tickets, Football season parking pass, Parking permit stipend, Athletics staff meal plan.)

Position Elements
☒ Mostly 9 a.m. -5 p.m. work ☐ Occasional night/evening work
☒ Frequent night/evening work ☐ Weekend work: Often, Sometimes, Rarely
☐ 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: The Associate Athletics Director for Academic Services is responsible for hiring this position, with additional oversight from the Assistant Director of Academic Support Services.
Job Responsibilities
- Monitor Athletic Study Hall and distribute weekly attendance reports to coaches.
- Meet with select student-athletes to monitor academic progress.
- Assist with planning for the “Academy,” freshman student-athlete transition program.
- Meet with prospective recruited student-athletes to discuss academic support services. Present information in group format during recruit visit weekends.

Preferred Qualifications
- Must be a full-time degree-seeking graduate student at the College of William and Mary.
- Individual should be highly detail-oriented, dependable, and able to maintain confidentiality.
- Preference will be given to students pursuing a Master’s degree in Education or Counseling, with an interest in a full-time career in collegiate athletics.
- May be subject to a criminal background check due to the confidential nature of certain documents.

Learning Outcomes
- Develop skillsets that promote college student development, personal/professional task management.
- Understanding of NCAA eligibility and W&M continuance benchmarks.

Direct Supervisor
Jason Simms
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Interested applicants are welcome to contact the supervisor with any questions.