Position Overview
Primary duties are to meet the development needs of student-athletes. This position will split time evenly working with the Cohen Career Center and Tribe Athletics Administration to support the career and developmental needs of student-athletes.

While with Cohen Career Center, the Graduate Assistant will focus on career readiness through advising and programming designed to assist student-athletes with their career exploration, decision-making, and goals. The GA will collaborate with an Assistant Director in the Cohen Career Center, receive training, and take on individual projects.

While with Tribe Athletics, the Graduate Assistant will contribute to the creation and implementation of a comprehensive curriculum for Student-Athlete Leadership. This includes, but is not limited to, facilitating events, speakers, workshops and programming for the development of leadership and interpersonal skills, self-knowledge and wellness, career readiness and community service. Working in collaboration with campus partners (E.g., Cohen Career Center, Counseling Center, First Year Experience, Center for Diversity and Inclusion, Office of Community Engagement, the Integrative Wellness Center) the GA will identify and share campus resources and programming opportunities with the Associate AD for Leadership.

Department Mission
Cohen Career Center: As partners in the educational process, we will support students and alumni through access to comprehensive career development programs, services, connections, and resources, empowering them to pursue their post-graduate plans and navigate lifelong career changes.

Tribe Athletics:
The Department of Intercollegiate Athletics at William & Mary is dedicated to the pursuit of excellence in all its endeavors. We are committed to an outstanding intercollegiate athletics program by:

- Forging an environment that demands success with integrity;
- Winning championships;
- Empowering leaders;
- Building a championship culture;
- Elevating the prestige of the University; and
- Instilling pride and respect.

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 2019-20 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend.
- This position is funded by the Cohen Career Center and Tribe Athletics.

**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:

- This position interacts with all members of the Cohen Career Center, which includes 12 professional staff, 3 additional GAs, and a variety of undergraduate student assistants.
- Additionally, GA has access to mentoring from professional staff at a variety of points in their careers.

**Job Responsibilities**

- Support all career-related programming and resources for student-athlete population, including outreach to designated career communities.
- Plan, organize, and facilitate workshops and events, including mock interviews, for student-athletes. Some events will require GA to work evening hours or weekends occasionally.
- Serve as event staff at career fairs and other large scale events as requested.
- Complete comprehensive training on career development theories and observe/shadow professional staff in career advising appointments, walk-ins, and workshops to build advising repertoire. When ready and with approval from Supervisor, GA will meet with students during individual appointments and weekly walk-in hours, providing advising on career-related topics such as résumé and cover letter writing and interviewing questions. GA will also present workshops on career readiness, such as internship and job search, resume writing, etc.
- Develop good working relationships with students-athletes, answering their questions through email and meetings, and helping them to navigate their career development through the use of our services.
- Assist with targeted communication including liaising with the Cohen Career Center’s marketing team. Create visually appealing graphics to advertise important events, workshops, and career opportunities to education students and faculty.
- Maintain online resources (Cohen website, Blackboard, TribeCareers). Source new resources as requested.
- Attend weekly staff meetings as well as monthly Division of Student Affairs Meetings and participate in intra-office committees and/or work groups.
- Demonstrate professionalism and act as a role model for undergraduate and graduate students.
- Manage the scheduling of space and presenters for student-athlete programs, overseeing a full academic year calendar.
- Update the progress of student-athlete participation and development through programs.
- May assist the advisory team for the Student-Athlete Advisory Committee (SAAC) sponsored events and perform other duties as assigned by the Associate Athletics Director.
Preferred Qualifications
- Organizational skills, time management, ability to meet deadlines and self-manage an ongoing task list
- Highly developed attention to detail
- Event planning skills
- Strong listening skills, excellent written and verbal communication
- A team-oriented attitude
- A creative approach toward student programming
- A genuine interest in career development is appreciated
- Prior work experience and proficiency in Microsoft Office applications
- An understanding of the student-athlete schedule and expectations
- Must exhibit the highest levels of professionalism and integrity while working within the framework of all university policies and NCAA rules

Learning Outcomes
The GA working in this position will acquire and/or hone the following skills:
- Event planning and management skills as well as program assessment strategies
- Public speaking, communication (written and oral), and professionalism skills required in an office environment
- Career advising for students in both one-on-one and group settings
- Familiarity with student affairs operations and campus hierarchy
- Interaction with campus and external constituents (i.e. faculty, staff, students, parents, alumni, and employers), and exposure to a variety of career fields and employment trends
- Program design, including scheduling, tracking, and reporting

Co-Supervisors
Peel Hawthorne  
Associate Athletics Director  
pshawt@wm.edu  
757-221-3360
Kelly O'Shaughnessy  
Assistant Director  
KellyO@wm.edu  
757-221-3281

Reporting: The Graduate Assistant will report to both the Assistant Director-Freshman|Sophomore Career Initiatives, Liaison to Tribe Athletics and the Associate Athletics Director, Policy and Leadership/Senior Woman Administrator, who in turn report to the Associate Vice President for Career Development and the Director of Athletics, respectively.

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