



WILLIAM & MARY
CHARTERED 1693

**Graduate Assistant – Education & Public Service Careers
Cohen Career Center
Division of Student Affairs**

Position Overview

Primary duties are to meet the career readiness needs of students, interested in Education, Human Services, Government, and Nonprofit Careers. This position also serves as a generalist advisor, providing individual guidance and programs for all majors. A GA with the Cohen Career Center is an integral part of our staff.

Department Mission

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.

Position Type

- | | |
|---|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input type="checkbox"/> Doctoral Level | <input type="checkbox"/> Part-time (10 hours/week) |

Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver (School of Ed tuition level)
- Total financial package = School of Education in-state tuition + \$4,000 stipend

Position Elements

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| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Often, Sometimes, Rarely |
| <input type="checkbox"/> Hires student workers | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input checked="" type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input type="checkbox"/> Individual work space | <input checked="" type="checkbox"/> Shared work space |
| <input type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input type="checkbox"/> Conference/workshop funding available | <input checked="" type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input type="checkbox"/> Opportunity for summer employment |

Job Responsibilities

- Meets with students during individual appointments and weekly walk-in hours for approximately 8-10 hours a week covering career-related topics.
- Provides satellite hours for the School of Education; also, coordinates programming requests from faculty/staff in the School of Education.
- For approximately 8-10 hours a week, plans, coordinates, presents, and/or assists in workshops such as Meet Ups, Crash Courses, Informational Sessions, MACE, other career-related workshops, etc. to students expressing an interest in Education and Public Service career opportunities (other industries as needed).
- Works with Career Center staff to coordinate events, workshops, and related programs for students. Some events will require GA to work some evening hours and/or weekends, but this is rare.
- Serves as event staff at career fairs and other large scale events as requested.
- Regularly researches, evaluates, updates, and communicates Education and Public Service Career resources and information to students, faculty, and staff using the Career Center website, newsletters, and other communication platforms.
- Trains in Cascade in order to maintain online resources. This will require you to register for training provided by the William & Mary Website and Design Coordinator
- Responsible for creation and weekly delivery of the Education and Human Services Newsletter.
- Takes lead in planning 'Day in DC' logistics scheduled over Winter Break in January.
- Coordinates travel to the annual Government, Nonprofit & Education Career Fair at Georgetown scheduled in February.
- Becomes familiar and uses the eight NACE Career Competences in workshops and/or 1:1 advising sessions with students.
- Seeks opportunities for the Career Center to collaborate with student organizations on campus.
- Co-supervises the assigned eco-ambassador, an undergraduate student worker tasked with aligning the interests of the Office of Sustainability and the Career Center with the Assistant Director, Industry Advising: Education & Public Service Careers.
- Attends weekly Career Center staff meetings and monthly Student Affairs Division meetings.
- Compiles mid-year and end-of-year activity reports.
- Co-manages the Dress to Impress Closet with another Cohen Career Center GA.
- Demonstrates professionalism and acts as a role model for William & Mary Students

PREFERRED QUALIFICATIONS:

- Prior work experience.
- Strong listening skills; excellent verbal, written, and presentation communication skills.
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.
- Team player; willing to assist colleagues with planning and execution of projects and programs outside of normal business hours or as needed.
- Organizational skills, time management, ability to meet deadlines in a timely manner.
- Highly developed attention to detail.
- Self-starter with initiative and instinct for new and creative solutions.
- A genuine interest in career development.

LEARNING OUTCOMES:

At the conclusion of the experience, the Graduate Assistant for Education and Public Services Careers will be able to:

- Provide 1:1 and group career advising for students, especially those with interests in Education and Public Service sectors.
- Articulate values of the liberal arts experience in the employment marketplace.
- Plan and implement career programs and events.
- Better understand student affairs operational structure and campus relationships.
- Interact effectively with campus and external constituents (i.e. faculty, staff, students, parents, alumni, and employers).
- Increased knowledge of career fields and employment trends.

DIRECT SUPERVISOR:

Andrew B. Martin

Assistant Director, Industry Advising: Education & Public Service Careers
Cohen Career Center

Reporting: The Graduate Assistant will report directly to the Assistant Director, Industry Advising: Education & Public Service Careers.

The Assistant Director, Industry Advising: Education & Public Service Careers reports directly to Director, Career Advising & Assessment and subsequently to the Associate Vice President of the Cohen Career Center.

Interested applicants are welcome to contact the Cohen Career Center with any questions.