Position Overview
The Public Service Careers Assistant works to meet the career development needs of all W&M students (excluding JD’s and MBA’s) and young alumni with an interest in pursuing career opportunities in government and nonprofit sectors.

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
- ☒ Masters Level
- ☐ Doctoral Level
- ☒ Full-time (20 hours/week)
- ☐ 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

Position Elements
- ☒ Mostly 9 a.m. -5 p.m. work
- ☐ Frequent night/evening work
- ☐ Occasional night/evening work
- ☒ Weekend work: Often, Sometimes, Rarely

- ☐ Hires student workers
- ☒ Frequent student interaction
- ☒ Advises individual students
- ☒ Supervises / evaluates student workers
- ☒ Leads training sessions for students
- ☒ Advises student organizations
- ☒ Event/program management
- ☒ Shared work space
- ☒ Collaborative / group work

- ☐ Conference/workshop funding available
- ☒ Opportunity for committee work
- ☐ May take internship at same time as GA
- ☐ Opportunity for summer employment

Reporting: The Graduate Assistant will report directly to the Director, Public Service Careers and subsequently to the Associate Vice President of the Cohen Career Center.
Responsibilities

- Meet with quick-advising and scheduled student advisees/appointments on a variety of career-related topics including job search strategies, resume reviews, and interview preparation.
- Regularly research, evaluate, update, and communicate public service careers information via the Career Center website, newsletters, information sessions and other publications and events.
- Work with Career Center staff in the coordination of events, workshops, and related programs for students others expressing an interest in public service career opportunities.
- Enhance relationships with William & Mary alumni and employer representatives. Serve as point-person for ongoing coordination of their participation via outreach and event invitations.
- Develop relationships with public service-based student organizations and occasionally attend their meetings, representing the Career Center. Seek opportunities for the Career Center to collaborate with student organizations on career-related programming.
- Attend weekly Career Center staff meetings and assist with major career events (fairs, info-sessions, orientation programs, and other events).
- Serve as a member of the internal Assessment Committee.
- Attend regularly scheduled Student Affairs Division meetings.

Preferred Qualifications

- Prior work experience.
- Excellent verbal, written, and presentation communication skills.
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.
- Self-starter with initiative and instinct for new and creative solutions.
- Proven team player willing to assist colleagues with planning and execution of projects and programs.

Learning Outcomes

At the conclusion of the experience, the Graduate Assistant for Public Service Careers will be able to:
- Provide 1:1 and group career advising for students with interests in public service careers
- Articulate the values of a liberal arts education, internships, and skills in the employment marketplace
- Plan and implement career programs and events

Direct Supervisor

Tonya Nations
Director, Public Service Careers
Cohen Career Center
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Interested applicants are welcome to contact the supervisor with any questions.