



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant Center for Student Diversity Division of Student Affairs

### Position Overview:

The Center for Student Diversity views this Graduate Assistantship as an integral position on the staff, providing meaningful professional service to and for students at the College of William & Mary. We also recognize this position serves as professional development for the Graduate Assistant. The Graduate Assistant in the Center for Student Diversity will assist in the development and coordination of multicultural and diversity programs and services for the university community in conjunction with the rest of the office staff. Will promote multicultural education and programming for historically underrepresented students, faculty and staff with information on and referral to campus and community resources. Skill development opportunities include administrative support, budget planning, presentations, and student advising.

### Department Mission

In alliance with the William & Mary mission, the Center for Student Diversity (CSD) strives to foster inclusion, collaboration, and relationship-building within our campus community. The Center provides academic, cultural social, and transition support for underserved and historically underrepresented students and identity, and promotes exchange and dialogue between individuals of diverse backgrounds and identities. We also serve as an information center, providing training and resources to the campus and local Williamsburg community regarding multicultural and diversity topics.

### 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 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: Sometimes              |
| <input type="checkbox"/> Hires student workers                   | <input 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 checked="" type="checkbox"/> Independent work             | <input checked="" type="checkbox"/> Collaborative / group work           |
| <input type="checkbox"/> Conference/workshop funding available   | <input type="checkbox"/> May take internship at same time as GA          |
| <input type="checkbox"/> Opportunity for committee work          | <input type="checkbox"/> Opportunity for summer employment               |

**Job Responsibilities**

- Assist in the redevelopment of the Diversity Peer Educator program to include recruitment, hiring, training development, and assessment.
- Assist in the coordination and lead diversity & inclusion workshops
- Assessment.
- Provide support for Center for Student Diversity programming and initiatives.
- Support students from diverse backgrounds through advising and coaching.
- Perform other duties as assigned by the Associate Director of the Center for Student Diversity.

**Preferred Qualifications**

- Master and Doctoral students from the EPPL program (Masters Level GA)
- **Strong desire in working with students from diverse backgrounds and lived experiences.**
- The capacity to assimilate into the culture of a fast-paced, demanding office.
- Excellent written and communication skills.
- Interest in student leadership development.
- Organizational and management skills.
- Google Suite, Qualtrics, PowerPoint, Canva (online design tool), Data analysis, a plus.

**Learning Outcomes**

- Student will achieve various competency levels throughout their employment.
- Student will be able to identify learning tools that will aid in the success of historically underrepresented and identity students.
- Student will be able to initiate and implement logistics, itinerary, curriculum development for summer transition programs.
- Gain an understanding of planning and developing effective programs regarding current trends of diversity and multiculturalism.
- Learn program management, program planning, and program assessment skills for working with culturally based organizations and populations.
- Develop advising skills and facilitation and training skills.

**Direct Supervisor**

Shené V. Owens  
Associate Director, Center for Student Diversity  
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Interested applicants are welcome to contact the supervisor with any questions.