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 and Mary. We also recognize that this position serves as professional development for the Graduate Assistant. Therefore, the student will be exposed to, and has the opportunity to interact with services and programs of the office that may not be direct responsibilities listed below. 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, social, and transition support for underserved and underrepresented students 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 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 ☒ 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
Job Responsibilities
- Assist the Associate Director in the oversight of the Diversity Peer Educator program to include recruitment, hiring, training development, and assessment.
- Advise the leadership board of the Diversity Peer Educator program.
- 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)
- 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.
- Strong interest in working with students from diverse backgrounds and lived experiences.

Learning Outcomes
- Demonstrate a balanced work ethic through effective communication and time management.
- Develop rapport and collaborate with relevant stakeholders including students, faculty, student affairs staff, and student family members.
- Develop values aligned with the Student Affairs Division and the Center for Student Diversity

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