Position Overview
The Graduate Assistant for the Office of Diversity & Inclusion is primarily responsible for serving as an assistant for a professor in the Hispanic Studies department. The GA will also assist the Office of Diversity & Inclusion with various research and analysis tasks related to the Office’s overall mission.

Department Mission
The Office of Diversity & Inclusion spearheads the university's affirmative action and diversity efforts. We are committed to creating a university community that is representative and inclusive of individuals with different backgrounds, talents, and skills. We work to ensure that William & Mary is a community where all faculty, staff, and students feel supported and affirmed.

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 2018-19 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

Position Elements
☒ Mostly 9 a.m. - 5 p.m. work ☐ Occasionally 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:
- The student will attend class on Tuesdays and Thursdays, from 9:30-10:50 AM and from 12:30-1:50 PM to assist the Professor.
- The rest of the student’s time will be spent in the office.
Job Responsibilities include the ability to:

- Maintain confidentiality.
- Edit Spanish language documents (for example, to ensure no mistakes are made on materials given to students)
- Assist in research of Spanish language materials
- Help organize, implement and troubleshoot technology used in classroom
- Be reliable and work independently in a timely fashion
- Assist with other duties as assigned as related to the overall mission of the Office of Diversity & inclusion

Preferred Qualifications

- Assistance with discussion groups in advanced level Hispanic Studies courses
- Ability to analyze data
- Proficiency in Microsoft Word and Excel
- Willingness and ability to learn data analysis tools or engage with various forms of technology

Learning Outcomes

- Gain an understanding of the importance of diversity and inclusion to the university’s overall educational mission and in society as a whole
- Further develop the interpersonal and communication skills necessary for success in the workplace

Direct Supervisor

Sharron Gatling
Assistant Director of Diversity
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Interested applicants are welcome to contact the supervisor with any questions.