



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant Dean of Students Office Care Support Services Division of Student Affairs

Position Overview

The Office of the Dean of Students views this Care Support Services 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 non-clinical case management, administrative support, research, and student advising.

Department Mission

Care Support Services provides non-clinical case management, outreach, advocacy, and support services that assist and empower students in identifying and managing interpersonal, academic, and wellness concerns. When students face significant challenges to their mental, physical, and social health, we help in identifying and accessing resources both on and off campus to meet students' needs.

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 2020-2021 in-state tuition waiver.
- Total financial package = 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 type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input type="checkbox"/> Weekend work: Often, Sometimes, Rarely |
| <input type="checkbox"/> Hires student workers | <input type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input 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 checked="" 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

- Advise individual students and provide non-clinical case management services to students receiving Care services under the supervision of the Care Support Services Director.
- Effectively use Advocate and Titanium systems to make student case notes and assist in monitoring and supporting students receiving CSS case management services.
- Maintain the Care Support Services website, including development of online resources for students.
- Assist in preparation of meeting materials for the Medical Review Committee and Care Team meetings.
- Perform other duties as assigned by the Director of Care Support Services.

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.
- Organizational and management skills
- Ability to handle conflict on a regular basis
- Strong interest in working with students who are experiencing crisis (medical, mental health, personal)

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 Care Support Services philosophies, including demonstrating care and concern for students experiencing a high level of crisis.

Direct Supervisor

Rachel McDonald
Director of Care Support Services
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757-221-2510

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