Position Overview
CVRP’s Graduate Assistant is an important member of the staff. The GA assists the staff in management of the conduct and honor system including meeting with students and resolving conduct reports, assists with advising the Student Conduct and Honor Councils, assisting in the advising of the Undergraduate Honor Council, and assisting with training, record-keeping, assessment, and compilation of data reports.

Department Mission
CVRP maintains the university's community values and the behavioral expectations of the student body. Its mission is to promote a living and learning environment that is respectful of the rights and perspectives of others, that is safe and free from disruption, and that allows students and faculty members to pursue their educational goals.

CVRP fulfills its mission by providing educational programs, confronting behavior that violates our community expectations and engaging students in reflective learning in order to foster personal development, civility, and an understanding of the responsibilities attendant with living in our community.

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 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: Rarely
☐ Hires student workers
☒ Frequent student interaction
☒ Advises individual students
☐ Supervises / evaluates student workers
☒ Leads training sessions for students
☒ Advises student organizations
☐ Budget management
☒ Individual work space
☒ Independent work
☒ 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
Additional elements:
- Office hours are 8 a.m. – 5 p.m., with occasional (rare) evening or weekend work
- Position allows for flexibility within scheduled GA work hours
- Opportunities exist for local and regional travel representing the department

Position Responsibilities
- Reporting to the Assistant Director of CVRP, the Graduate Assistant is responsible for assisting with the overall administration of the College’s conduct and honor systems. The Graduate Assistant serves as a hearing officer in misconduct cases, investigating such allegations and resolving them consistent with the university’s Student Code of Conduct. The Graduate Assistant also assists the Director and Assistant Director in training other hearing officers, developing and delivering educational programming and serving as an advisor to the Honor and Conduct Councils. On occasion, the Graduate Assistant drafts correspondence and conducts research related to legal issues in Student Conduct.
- The Graduate Assistant works closely with other members of the Dean of Students Office, the William & Mary Police Department, the Office of Residence Life and other university administrative offices.

Preferred Qualifications
- Excellent written and oral communication skills;
- The ability to assimilate into the culture of a fast-paced, demanding office;
- Excellent organizational and management skills;
- A strong interest in working in with students with disabilities and their families.

Learning Outcomes
- An interest in higher education, education law and student development;
- Strong academic performance at the undergraduate and graduate levels;
- Excellent oral and written communication skills, particularly interpersonal communication skills;
- Leadership ability, particularly leading small and medium-sized groups;
- Experience presenting before diverse audiences;
- Ability to work independently and complete projects with appropriate guidance;
- Experience with Microsoft Office, including Microsoft Excel (running basic queries, sorting and filtering of data, etc.);
- Experience with web page design and maintenance and/or the desire to learn about it;
- Demonstrated organizational skills and a pattern of following-through on projects; and
- A commitment to developing a community with high standards of academic and personal conduct.

Direct Supervisor
April Palmer
Assistant Director, CVRP
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Interested applicants are welcome to contact the supervisor with any questions.