Position Overview
The Office of Student Conduct’s Graduate Assistant is an important member of the Community Values and Restorative Practices 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 and assisting in the advising of the Undergraduate Honor Council, and assisting with training, record-keeping, assessment, and compilation of data reports.

Department Mission
William & Mary’s Community Values and Restorative Practices serve to maintain the university's community values and the behavioral expectations of the student body. The mission of Community Values and Restorative Practices 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.

The office 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 ☒ 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: 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:**
- 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 College’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 College 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
Ajalmer01@wm.edu
757-221-2509

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