



WILLIAM & MARY

CHARTERED 1693

GA for Student Conduct Community Values & Restorative Practices (CVRP) / Student Success Division of Student Affairs

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, assisting students with conflict management and resolution, assisting with advising the Undergraduate Honor Council and/or WM Connects, and assisting with training, record-keeping, assessment, research, website and social media resources, and the 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

Full-time (20 hours/week)

Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
 - Tuition subsidy (student pays \$2,500/year in tuition)
 - \$15,000 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted
- For non-Higher Education students:
 - SOE tuition (in-state rate) + \$4,500 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted

Position Elements

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|---|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input checked="" type="checkbox"/> Occasional night/evening work |
| <input type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Occasional (includes attending Sunday evening Council meetings 2x/month) |
| <input type="checkbox"/> Hires student workers | <input type="checkbox"/> Supervises / evaluates student workers |
| <input checked="" type="checkbox"/> Frequent student interaction | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students | <input checked="" type="checkbox"/> Advises student organizations |
| <input type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input checked="" type="checkbox"/> Individual work space | <input type="checkbox"/> Shared work space |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input checked="" type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input type="checkbox"/> Opportunity for summer employment |

Additional elements:

- Office hours are 8 a.m. – 5 p.m., with occasional evening and 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 university's conduct and honor systems. The Graduate Assistant serves as a case administrator 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 Dean in training other case administrators, 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, Residence Life and other university administrative offices.

Required Qualifications

- An interest in higher education, education law and student development;
- Strong interpersonal skills;
- Excellent written and oral communication skills;
- The ability to work within a fast-paced, demanding office environment;
- Ability to work independently as appropriate;
- Excellent organizational and management skills;
- Strong academic performance at the undergraduate and graduate levels;
- A strong interest in working in with students.

Preferred Qualifications

- Leadership skills, particularly leading small and medium-sized groups;
- Experience presenting before diverse audiences;
- 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;
- 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.

Interested applicants are welcome to cvrp@wm.edu with any questions.