Graduate Assistant
(3 roles available)
Office of First Year Experience
Division of Student Affairs

Position Overview
The three Graduate Assistants, as members of the Office of First Year Experience and part of the Campus Living Thematic Area, are responsible for assisting the Director and Assistant Director with the implementation of a holistic, community-development centered student transition program. Individuals will work, at varying depth levels, on orientation, transition, and retention initiatives and student engagement opportunities.

Department Mission
Our mission is to facilitate the transition, and ultimate persistence, of new students (either first-time-in-college or transfer) into the W&M community through opportunities that promote academic, social, and personal growth.

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 2020-2021 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend
- Additional benefits: office swag

Position Elements
☒ Mostly 9 a.m. -5 p.m. work
☐ Frequent night/evening work
☒ Occasional night/evening work
☒ Weekend work: Sometimes
☒ 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
☒ Shared work space
☒ Independent work
☒ Collaborative / group work
☒ Conference/workshop funding available
☒Opportunity for committee work
☒ Event/program management
☒ May take internship at same time as GA
☒ Opportunity for summer employment

Additional elements:
- Office hours are flexible.
- Night/evening and weekend work required during specific times of the academic year.
- Opportunities exist for regional travel representing the FYE Office and university.
Potential Job Responsibilities

- Co-advising and supporting the development of student leadership group (such as Orientation Area Directors or the First-Year Initiative Directors), to include leader selection, hiring, and training for Orientation Staff and/or Initiative Directors
- Assist in the creation and implementation of both fall and spring New Student Orientation programs
- Develop orientation and transition programs for first-time-in-college, transfer, exchange and Joint Degree Programme students.
- Develop and implement transition and persistence communications plan involving newsletters, social media channels, blog, and hardcopy marketing pieces
- Coordinate scheduling and assessment, as well as student attendance at (as appropriate), of signature office events and student initiatives
- Collaborate with various campus and community offices/departments to provide resources to students in transition and FYE student leaders
- Serve on office, thematic area, and/or Division-affiliated committees around topics or programs of interest
- Participate in divisional activities, including monthly Division meetings and semester Kick-off/Renewal Days
- Supervise undergraduate student worker(s) and manage product tasks
- Supervise, oversee, and attend various campus events
- Other duties as assigned

Preferred Qualifications

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes.
- Asset if willing to invest in and foster the growth and development of passionate and highly-devoted individuals.
- Familiar with core higher education marketing technology, such as social media channels (Facebook, Instagram, Snapchat, Twitter), design programs (Canva), and website management (Cascade).
- Prior experience with new student orientation; transition programming; event management and/or student activities is strongly preferred.

Learning Outcomes

- Gain understanding of the Orientation/Transition/Retention functional area within Student Affairs and the greater environment of Higher Education.
- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative coordination.
- Develop self-awareness and connection of personal values to profession goals

Office Contact
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Interested applicants are welcome to contact the office contact with any questions.