GA for First-Year Initiatives *(anticipated position pending 18-19 funding)*
Office of First Year Experience
Division of Student Affairs

**Position Overview**
Anticipated for the 2018-2019 academic year based on pending funding, the Graduate Assistant for First-Year Initiatives, as member of the First Year Experience Office and part of the Campus Living Thematic Area, is primarily responsible for assisting the Assistant Director of First Year Experience with the planning and implementation of first-year student programming. This is a full-time position and Master’s level students are welcome to apply.

**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 (**PENDING FUNDING**)**
- This assistantship qualifies a full-time student for the 2018-19 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 | ☒ Occasional night/evening work |
| ☐ Frequent night/evening work | ☒ Weekend work: Sometimes |
| ☒ 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 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.
**Job Responsibilities**

- Co-advise and develop training curriculum for the First-Year Initiative Directors (undergraduate student leaders)
- Assist with the creation and planning of the Essential First Year Initiative (FYI) program offerings
- Coordinate scheduling and assessment, as well as manage student attendance (as appropriate), of new student programs
- Develop and implement first-year student – and beyond - communications plan involving newsletters, social media channels, blog, and hardcopy marketing pieces.
- Collaborate with various offices/departments on campus to provide resources to new students
- Participate in divisional activities, including a Renewal Day each semester and Division Meetings each month
- 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.
- Prior experience with new student 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 professional goals.

**Office Contact**

Lauren Garrett  
Director of First Year Experience  
lmgarrett@wm.edu  
757-221-1427

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