Position Overview
The Haven is a walk-in, peer-based, confidential service provided to students at William & Mary who have experienced sexual assault or harassment, relationship abuse, stalking or other gender-based violence/discrimination. The Haven is seeking a Graduate Assistant to assist the Director in delivering services to survivors and in managing, supervising, and training The Haven’s volunteer Confidential Advocates.

Department Mission
To produce a dynamic trauma-informed resource center at William & Mary for persons affected by sexual assault, harassment, relationship abuse or intimate-partner violence, stalking, and/or other gender-based discrimination in order to foster empowerment, autonomy, connection, and healing.

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
- Frequent night/evening work
- Hires student workers
- Frequent student interaction
- Advises individual students
- Budget management
- Individual work space
- Independent work
- Conference/workshop funding available
- Opportunity for committee work
- Occasional night/ evening work
- Weekend work: Often, Sometimes, Rarely
- Supervises / evaluates student workers
- Leads training sessions for students
- Advises student organizations
- Event/program management
- Shared work space
- Collaborative / group work
- May take internship at same time as GA
- Opportunity for summer employment

The Haven Graduate Assistant
Student Success/Division of Student Affairs
Job Responsibilities

- Participate in training in order to effectively fulfill the expectations of the role
- Provided trauma-informed support to survivors and visitors to The Haven
- Provide information about on and off campus resources related to sexual harassment, sexual assault, relationship abuse/intimate partner violence, and stalking
- Provide on and off campus referrals to support services
- Provide trauma-informed support and guidance to volunteers in order to prevent burnout and cope with secondary trauma related to the Confidential Advocate role
- Provide training to Haven Confidential Advocates
- Provide support and supervision to The Haven Advisory Board
- Plan and implement special outreach projects in order to reach the larger campus community
- Develop and schedule continuing education sessions for The Haven Confidential Advocates
- Assist with data collection and dissemination regarding The Haven’s services
- Complete documentation as required by position

Preferred Qualifications

- Master and Doctoral students from the EPPL program (Masters Level GA)
- Maintains professionalism, confidentiality, and appropriate boundaries
- Values the diversity of William & Mary related to gender identity/expression, race/ethnicity, sexual orientation, socioeconomic background, national origin, ability, religion, etc. The Haven strives to be an inclusive space for all students.
- Excellent written and communication skills
- Excellent organizational and management skills
- Preferred candidate has volunteer experience and/or academic background in gender-based violence, domestic violence, and/or sexual violence (or related topic area)

Learning Outcomes

- Increase skills to prevent secondary trauma as demonstrated by engaging in self-care, self-awareness, and supervision
- Increase knowledge regarding Title IX, trauma-informed advocacy, and William & Mary protocols/procedures in responding to survivors
- Increase skills in collaborating with relevant stakeholders including students, faculty, and student affairs staff
- Develop values aligned with the Division of Student Affairs and survivor advocacy best practices and philosophies

Direct Supervisor

Liz Cascone, MSW
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Interested applicants are welcome to contact the supervisor with any questions.