

Graduate Assistant –Education & Youth Development Programs
Office of Community Engagement
Division of Student Affairs

Position Overview

Primary duties are to assist Youth Development & Education Programs team in coordinating the activities and administrative duties with Griffin School Partnerships and Lafayette Kids, programs of the Office of Community Engagement. The focus of these programs is to increase equity in education, support the development of young people, and facilitate learning and mentoring activities between W&M students and young people in our community.

This position will require frequent contact with students and also on-campus and off-campus partners. From time to time, the position may require group advising to students in their student organizations, including but not limited to regularly meetings and community programs occurring during out-of-school time hours.

Department Mission

The Office of Community Engagement connects William & Mary and community to support students' development as active and educated citizens and to promote positive, community-driven social change.

Position Type

- Masters Level Full-time (20 hours/week)

Compensation/Benefits

- This assistantship qualifies a full-time student for the 2021-2022 in-state tuition waiver.
- Total financial package = In-state tuition + \$4,000 stipend

Position Elements

- W&M Student Programming, Training, and Advising
 - Works with OCE staff to coordinate and attend events, workshops, and related programs for students. Some events will require GA to work some evening hours and/or weekends.
 - Plans, coordinates, presents, and/or assists in workshops for volunteers and student leaders
 - Attend programming and other events, such as family engagement events and enrichment activities, as requested
- Youth Development Programming
 - Coordinates programming requests for weekend enrichment programs
- Administrative
 - Responsible for data management for all programs and activities
 - Trains in Cascade web design and W&M GivePulse to assist in maintaining online resources

- Responsible for regular distribution of the Education & Youth Development Programs e-Newsletter.
- Coordinates transportation for Education & Youth Development Program activities
- Other Responsibilities
 - Attends OCE bi-weekly staff meetings and monthly Student Affairs Division meetings
 - Meets weekly with supervisor
 - Assists in compiling mid-year and year-end reports
 - Assists with other OCE programs as requested, including the Daily Work of Justice and Active Citizen Conference
 - Regularly researches, evaluates, updates, and communicates Education and Youth Development resources for students, employees, and community members and using the OCE website, newsletters, and other communication platforms
 - Demonstrates professionalism and acts as a role model for William & Mary students

PREFERRED QUALIFICATIONS:

- Prior work experience in education, youth development or youth civic engagement.
- Strong listening skills; excellent verbal, written, and presentation communication skills.
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint, and Google suite.
- Experience with a customer relationship management (CRM).
- Team player; willing to assist colleagues with planning and execution of projects and programs outside of normal business hours or as needed.
- Organizational skills, time management, ability to meet deadlines in a timely manner.
- Highly developed attention to detail.
- Self-starter with initiative and instinct for new and creative solutions.

LEARNING OUTCOMES:

At the conclusion of the experience, the Graduate Assistant for Education & Youth Development Programs will be able to:

- Effectively facilitate groups and learning opportunities for volunteers
- Articulate values of the liberal arts experience in community engagement.
- Plan and implement youth development activities with student leaders and volunteers
- Better understand student affairs operational structure and campus relationships.
- Interact effectively with campus and external stakeholders (i.e. young people, volunteers, student leaders, faculty, staff, community leaders, parents etc.).
- Increased knowledge of youth development and youth civic engagement.

DIRECT SUPERVISOR: Joy Jackson, Coordinator, of Youth Development.

Interested applicants are welcome to contact the Office of Community Engagement with any questions at oce@wm.edu.