Graduate Assistant for International Programs
International Students, Scholars, and Programs
Reves Center for International Studies

Position Overview
The Graduate Assistant for International Programs is primarily responsible for developing and implementing trips, events, and activities for the international student community. The GA also supports department wide initiatives and projects.

Department Mission
The mission of the Office of International Students, Scholars, and Programs (ISSP) is to support and advocate for the success of William & Mary’s international community. We foster the personal, cultural and intellectual development of both the university and global community through holistic, collaborative programs and services.

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 ☐ 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:
• Opportunities exist for presentations and leading training sessions for students (e.g., International Peer Leaders, International Student Advisory Board, Virtual Conversation Partner Program, etc.)
• Appointment begins with International Orientation which usually takes place in mid-August (e.g., as early as Aug 12, 2019).
Job Responsibilities

- Develop, publicize, and lead trips, events, and activities for the international student community.
- Maintain programming budget of approximately $5,000 per year.
- Assist with and present at the summer Graduate and Undergraduate International Student Orientations.
- Co-manage the assessment and benchmarking of ISSP’ student programs.
- Work collaboratively with campus offices, departments, student groups, and off-campus organizations to develop programming initiatives.
- Support international students, including listening to their needs and concerns and orienting them to available resources on-and off-campus.
- Assist in forwarding the mission of ISSP through special projects and initiatives based on department’s needs and GA’s interests.
- Serve on department committees.
- Lead members of the International Student Advisory Board at the International Student Leadership Conference in Harrisonburg, VA in March.

Preferred Qualifications

- Experience in programming/event planning. Training will be provided but candidate must have a strong interest in programming.
- Outgoing, friendly, and enthusiastic.
- Ability to work with individuals from diverse backgrounds.
- Organizational and time management skills.
- Creativity balanced by an attention to detail.
- Ability to work independently as well as part of a team.
- A valid driver’s license is required as the graduate assistant will be required to drive a W&M 12 passenger van for some events and trips. The graduate assistant must also be eligible to attend a W&M van certification class (i.e., able to provide a complete driving record for a U.S. driver’s license for the past 2 years and have not had a moving violation within the past year).

Learning Outcomes

- Global/Intercultural Fluency: Develop intercultural competencies through working with a diverse student population and advocating for the needs of international students.
- Leadership: Be self-directed and self-reflective. Develop skills to guide, motivate, and organize work.
- Teamwork & Collaboration: Gain skills to build collaborative relationships with colleagues and students. Strengthen ability to work with diverse populations.
- Program Development & Management: Learn program management, program planning, budget management, and program assessment skills.

Direct Supervisor

Eva Wong
Assistant Director for International Programs
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Interested applicants are welcome to contact the supervisor with any questions.