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 2021-22 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.

GA for International Programs
Job Responsibilities

- Develop, publicize, and lead trips, events, and activities for the international student community.
- Collaborate with ISSP’s Community Programs Assistant to develop joint programming for international students, scholars and families.
- Maintain programming budget.
- Assist with and present at the fall Graduate and Undergraduate International Student Orientations.
- Co-manage the assessment and benchmarking of ISSP’s 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 (tentative).

Preferred Qualifications

- Experience in programming/event planning. Training will be provided but candidate must have a strong interest in programming.
- 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  
Director for International Students, Scholars, and Programs  
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Interested applicants are welcome to contact the supervisor with any questions.