Graduate Assistant for Student Employment & Operations  
Student Unions & Engagement  
Division of Student Affairs

**Position Overview**
The Student Unions & Engagement Graduate Assistant supervises the Information Desk staff and assists with oversight for student staff hiring, training, and development. In addition, they support departmental efforts including assessment.

**Department Mission**
Student Unions & Engagement provides high-quality, student-focused entertainment, activities, support services, employment opportunities, and built environments designed to improve student learning and development to aid in the flourishing of campus community.

**Position Type**

- Masters Level  ✔️
- Doctoral Level  ☐
- Full-time (20 hours/week)  ✔️
- Part-time (10 hours/week)  ☐

**Compensation / Benefits**
- This assistantship qualifies a full-time student for the Virginia 2021-2022 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  ☐
- Occasional night/evening work  ☒
- Weekend work: Rarely  ☒
- Hires student workers  ✔️
- Frequent student interaction  ✔️
- Advises individual students  ✔️
- Supervises / evaluates student workers  ✔️
- Leads training sessions for students  ✔️
- Advises student organizations  ☐
- Budget management  ☐
- Individual work space  ☐
- Shared work space  ☒
- 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
- Occasional on-call responsibilities from Friday evening to Sunday evening (approx. 6 times/yr)
Job Responsibilities

- Supervise approximately 25 student employees at the Information Desk areas of Sadler Center & Campus Center. This includes hiring, training, scheduling, and evaluating.
- Assist the Senior Associate Director with the student employment program of a staff of approximately 70
  - Plan and implement the development and training program for student staff. This includes training sessions before the start of each semester and extended training throughout the academic year
  - Support the recruitment and hiring of new student staff annually
- Assist with the assessment of the programs, operations, and facilities associated with Student Unions & Engagement. This involves weekly user satisfaction surveys and an annual campus-wide assessment in collaboration with the Division of Student Affairs.
- Learn and assist with building management and audio/visual set-up.
- Cover various responsibilities for the professional staff, including occasional after-hours support.
- Attend division-wide meetings and hold membership on university wide committees as assigned.
- Other duties and projects that vary throughout the year.

Preferred Qualifications

- Willingness to take initiative and develop projects
- Ability to work well both on a team and independently
- Experience with student employment, especially student unions or student activities
- Strong written and verbal communication skills

Learning Outcomes

- Gain experience in student supervision, including recruiting, hiring, training, supervising, and evaluating
- Practice advising skills with both individual students and student groups
- Develop and implement assessment at the division level
- Strengthen understanding of event and union management

Direct Supervisor

Trici Fredrick
Senior Associate Director, Student Unions & Engagement
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Interested applicants are welcome to contact the supervisor with any questions.