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

Compensation / Benefits
- This assistantship qualifies a full-time student for the Virginia 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: Rarely
☑ 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:
- 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
pafredrick@wm.edu
(757) 221-3254

Interested applicants are welcome to contact the supervisor with any questions.