



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant for Fraternity/Sorority Life Office of Student Leadership Development Division of Student Affairs

### Position Overview

This position will work alongside the Fraternity/Sorority Advising team to oversee and implement community wide programming and initiatives for the Fraternity/Sorority Community.

### Department Mission

At William & Mary, we believe that student leadership development is a cornerstone in supporting our students to become engaged citizens. Student leadership involves cultivating a frame of mind for exploring self, others, and community. Leaders develop a skill set to adapt to change, craft creative solutions, and seize opportunities. Leaders are moved by what they care about to make the world a better place.

### Position Type

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input type="checkbox"/> Doctoral Level           | <input type="checkbox"/> Part-time (10 hours/week)            |

### Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
  - Tuition subsidy (student pays \$2,500/year in tuition)
  - \$15,000 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted
- For non-Higher Education students:
  - SOE tuition (in-state rate) + \$4,500 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted

### Position Elements

- |   |  |
|---|--|
| <input type="checkbox"/> Mostly 9 a.m. -5 p.m. work                       | <input checked="" type="checkbox"/> Occasional night/evening work        |
| <input type="checkbox"/> Frequent night/evening work                      | <input checked="" type="checkbox"/> Weekend work: Sometimes              |
| <input type="checkbox"/> Hires student workers                            | <input type="checkbox"/> Supervises / evaluates student workers          |
| <input checked="" type="checkbox"/> Frequent student interaction          | <input checked="" type="checkbox"/> Leads training sessions for students |
| <input checked="" type="checkbox"/> Advises individual students           | <input checked="" type="checkbox"/> Advises student organizations        |
| <input checked="" type="checkbox"/> Budget management                     | <input checked="" type="checkbox"/> Event/program management             |
| <input type="checkbox"/> Individual work space                            | <input checked="" type="checkbox"/> Shared work space                    |
| <input checked="" type="checkbox"/> Independent work                      | <input checked="" type="checkbox"/> Collaborative / group work           |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input type="checkbox"/> May take internship at same time as GA          |
| <input checked="" type="checkbox"/> Opportunity for committee work        | <input type="checkbox"/> Opportunity for summer employment               |

Additional elements:

- The ability to take an internship concurrently with this assistantship can be negotiable, after the first semester of employment
- Office hours are flexible around scheduled advising meetings, may mean a widely varied weekly schedule
- Night/weekend work required throughout the academic year
- Fall Recruitment time is a significant commitment

**Job Responsibilities**

- Serve as part of a three-member team to advise and support all programs and initiatives sponsored by the Office of Student Leadership Development, the Interfraternity Council, National Pan-Hellenic Council, and Panhellenic Council
- Maintain a portfolio of advising opportunities that may include council officers and individual chapters
- Assist in support, advising, and development of 30+ inter/national fraternities and sororities on campus, their officers, and members
- Assist in support and advising of the formal recruitment process for the Panhellenic Council and/or the Interfraternity Council
- Oversee social media and publicity initiatives for Fraternity/Sorority Life
- Advise the William & Mary Order of Omega Chapter
- Serve a staff member of the Office of Student Leadership Development executing and implementing projects, programs, and initiatives that forward the development of leaders at William & Mary
- All other duties as assigned by supervisor(s) that further fraternity, sorority, leadership initiatives, and the Office of Student Leadership Development

**Preferred Qualifications**

- Demonstrate an ability to work collaboratively and independently
- Demonstrate an ability to take initiative and be self-directed on projects
- Have strong communication skills, both verbal and written
- Prior experience with fraternity/sorority life is preferred

**Learning Outcomes**

- **Student Learning and Development, and Advising and Helping:** be able to apply the student development and learning theory learned through graduate coursework; provide individual students and student organizations with support, direction, feedback, critique, referral, and guidance.
- **Assessment, Evaluation, and Research:** to use, design, and conduct, qualitative and quantitative assessment that demonstrate impact on student learning/experiences.
- **Leadership:** be able to work with students and fellow staff members to effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Personal Foundations:** be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one's own areas of strength and growth; have a passion for work; and remain curious.

**Direct Supervisor**

Alexa Gerling  
Assistant Director, Student Leadership Development  
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Interested applicants are welcome to contact the supervisor with any questions.