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
☒ 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 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
☒ Frequent night/evening work
☐ Occasional night/evening work
☒ Weekend work: Sometimes
☐ Hires student workers
☒ Frequent student interaction
☐ Supervises / evaluates student workers
☒ Advises individual students
☒ Leads training sessions for 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:
• 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
• 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
- 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

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