Graduate Assistant for Leadership  
Office of Student Leadership Development  
Division of Student Affairs

**Position Overview**
This position is responsible for assisting in the development and delivery of leadership programs and initiatives, as well as programs/resources/services aimed at providing support for recognized student organizations.

**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  
- Full-time (20 hours/week)
- Doctoral Level
- 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**
- Mostly 9 a.m. -5 p.m. work
- Occasional night/evening work
- Frequent night/evening work
- Weekend work: Often, Sometimes, 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:
- The ability to take an internship concurrently with this assistantship can be negotiable, after the first semester of employment

**Job Responsibilities**
- Support the development and implementation of leadership development initiatives for the office. This includes support for The Framework for Leader Development & Organization Success and support for our four campus-wide leadership campaigns: No Title Needed; Depth Over Breadth, Mentoring Matters, and Pursue Perspective.
- Provide support for formal/selected student leadership programs and initiatives (such as Student Leadership Foundation)
- Assist in the development of leadership offerings designed to support recognized student organization leadership
- Coordinate the management of external communications on behalf of the office including social media and the twice-monthly newsletter for student organization leaders
- Collect, assess, and make use of current leadership data that informs initiatives and student leadership practices
- Other duties as assigned by the Director of Student Leadership Development that further leadership, student involvement initiatives, and recognized student organization support within the campus community

**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
- Display an interest and ability in advising students and student organizations

**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**
Anne Arseneau  
Director, Student Leadership Development  
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(757) 221-3300

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