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 2019-20 in-state tuition waiver.
• Total financial package = In-state tuition and fees + $4,000 stipend

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
- Provide support for formal/selected student leadership programs and initiatives (such as Student Leadership Foundation, Elevating Your Personal Best, etc.)
- 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 Associate 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

Jennifer Leung
Associate Director, Student Leadership Development
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Interested applicants are welcome to contact the supervisor with any questions.