Position Overview
This position is responsible for assisting in the development and delivery of programs/resources/services aimed at providing support for Alma Mater Productions (AMP), the main student programming board on campus.

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 2021-22 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: Often
☐ 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
• Night/evening and weekend work required during frequent occasions throughout the academic year
• Office hours are flexible around scheduled advising meetings and “after hours” work
Job Responsibilities

- Co-advice with the Coordinator the campus’ primary programming body (AMP)
- Serve as advisor to five executive board members of Alma Mater Productions
- Meet weekly with the executive board, all advisees, executive officers, and Coordinator
- Work with agents and performers to negotiate performance agreements for campus activities (within a significant campus allocated budget)
- Assist with the creation and implementation of board training and retreats
- Supervise, oversee, and attend various campus events
- Assist in the coordination of special events for the college community such as Homecoming, large concerts and comedians, and Family Weekend
- Attend division meetings and serve as a member of one of the division-wide task forces
- Attend Student Leadership Development staff meetings and hold regular posted 15 weekly office hours
- Responsible for tracking and evaluation of AMP Events
- Conduct end of the year assessment
- Assist in forwarding the mission of Student Leadership Development through special projects such as CORT Series workshops and other resources for student organizations
- All other duties as assigned that forward the mission of the office

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 campus programming and advising students

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

Brad Ward
Coordinator of Programming for Student Unions & Engagement
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Interested applicants are welcome to contact the supervisor with any questions.