Position Overview
This position will work alongside the Director to advise, oversee, and implement the events and initiatives sponsored by the William & Mary student government association (Student Assembly).

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 2019-2020 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: Sometimes
- 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.
- Office hours are flexible around scheduled advising meetings.
- Night/weekend work required through the academic year.
Job Responsibilities

- With the Director, directly advise the student assembly and related initiatives; attending weekly meetings and advising appointments
- Provide support in the planning and execution of major events and programs
- Assist in the administration of the student activity fee
- Serve as 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
- Other duties as assigned by supervisor that furthers related initiatives across the campus community

Preferred Qualifications

- Ability to take initiative and be a self-started on projects
- Ability to work both collaboratively and independently
- Experience with student government and/or similar student organization leadership experience

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
aharse@wm.edu
(757) 221-3300

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