Position Overview
The Graduate Assistant for the Social Science Research Methods Center (SSRMC) will serve in a leadership position as the Director of Programming, providing meaningful professional service to students and faculty at the College of William and Mary. This position serves as professional development for a Graduate Assistant interested in learning more about the undergraduate academic co-curricular experience. Skill development opportunities include management experience, budget oversight, strategic planning, collaboration with diverse offices across campus, and student mentorship.

Department Mission
The mission of the SSRMC is to provide the infrastructure to develop and foster opportunities for interdisciplinary research and training. At the core of the SSRMC is collaboration between faculty and students, designed specifically to empower undergraduates to take the initiative to pursue independent inquiry in research design and data analytics. These pursuits are consistent with the mission of W&M as well as broad goals of Arts & Sciences.

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 Virginia in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend (masters) OR $8,000 stipend (doctoral)

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
**Job Responsibilities**

- Lead a team (of 4-5 student employees) that manages day to day operations of the Center, including event planning
- Participate in semi-annual strategic planning exercises with the faculty co-directors
- Coordinate with the Center’s Faculty Affiliates Committee
- Manage the budget, with support from Center’s co-directors and Department of Government budget administrator
- Assist with coordination of the Center’s donor and alumni relations.
- Work collaboratively with offices across campus on joint initiatives, including Global Research Institute, Office of Advancement, the Charles Center, and Arts & Sciences Dean’s Office
- Develop pedagogical resources of the Center, overseeing the production of content by faculty and graduate students
- Other responsibilities as assigned

**Preferred Qualifications**

- Master and Doctoral students from the EPPL program (Masters Level GA)
- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- The capacity to assimilate into the culture of a fast-paced, demanding office.
- Excellent written and communication skills.
- Interest in student leadership development.
- Close attention to detail
- Organizational and management skills. Demonstrated ability to coordinate and manage concurrent processes.
- Strong interest in working with students from diverse backgrounds and lived experiences.

**Direct Supervisors**

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Interested applicants are welcome to contact the supervisors with any questions. Preference given to applicants who can complete pre-work spring 2020. Additional funding available.