



# WILLIAM & MARY

CHARTERED 1693

## GA for First-Gen/Low-Income (FGLI) Student Transitions & Persistence Office of Student Transition Engagement Programs (STEP) Division of Student Affairs

### Position Overview

The Graduate Assistant for First-Gen/Low-Income (FGLI) Student Transitions & Persistence, an integral member of the Office of Student Transition Engagement Programs and the Campus Living Thematic Area, is responsible for assisting the Director with the implementation of a holistic, community-development centered student transition program. The GA will also work on retention initiatives and student engagement opportunities that support FGLI students as they are empowered to participate in the W&M undergraduate experience to become resilient and flourishing individuals.

### Department Mission

Our mission is to connect and engage students throughout their W&M transitions with community partners to develop resilient and thriving individuals.

### 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 2023-2024 in-state tuition waiver.
- Total financial package = In-state tuition + appropriate stipend based on degree-seeking type
- Additional benefits: office swag

### Position Elements

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|---|--|
| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work            | <input checked="" type="checkbox"/> Occasional night/evening work                  |
| <input type="checkbox"/> Frequent night/evening work                      | <input checked="" type="checkbox"/> Weekend work: Often, <b>Sometimes</b> , Rarely |
| <input checked="" type="checkbox"/> Hires student workers                 | <input checked="" type="checkbox"/> Supervises / evaluates student workers         |
| <input checked="" type="checkbox"/> Frequent student interaction          | <input checked="" type="checkbox"/> Leads training sessions for students           |
| <input checked="" type="checkbox"/> Advises individual students           | <input type="checkbox"/> Advises student organizations                             |
| <input checked="" type="checkbox"/> Budget management                     | <input checked="" type="checkbox"/> Event/program management                       |
| <input type="checkbox"/> Individual work space                            | <input checked="" type="checkbox"/> Shared work space                              |
| <input checked="" type="checkbox"/> Independent work                      | <input checked="" type="checkbox"/> Collaborative / group work                     |
| <input checked="" type="checkbox"/> Conference/workshop funding available | <input checked="" type="checkbox"/> May take internship at same time as GA         |
| <input checked="" type="checkbox"/> Opportunity for committee work        | <input checked="" type="checkbox"/> Opportunity for summer employment              |

Additional elements:

- Office hours are flexible.
- Night/evening and weekend work required during specific times of the academic year.
- Opportunities exist for regional travel representing the STEP Office and university.

### Job Responsibilities

- Collaborate with various campus and community offices/departments, as well as the recognized FGLI student organization, to provide initiatives and resources for students in transition and, in the process, educate STEP student leaders on the F<sub>3</sub>YE Curriculum
- Develop and implement transition and persistence communications plan involving newsletters, social media, blog, and hardcopy marketing pieces
- Assist in the creation and implementation of bi-monthly FGLI programs – and during fall/spring New Student Orientation; Family Weekend; Homecoming; and Commencement
- Assist in the coordination of the faculty/staff FGLI Mentoring Program, to include marketing, matching, training, and assessment
- Co-advise and develop onboarding and training curriculum for Initiative Directors (undergraduate student leaders), to include their application (via StarRez), selection, hiring, and training
- Coordinate scheduling and assessment, as well as student attendance at (as appropriate), of signature office events and student initiatives.
- Participate in and support the FGLI Advisory Council
- Participate in divisional activities, including monthly Division meetings and semester Kick-off/Renewal Days
- Supervise undergraduate student worker(s) and manage product tasks
- Supervise, oversee, and attend various campus events
- Other duties as assigned

### **Preferred Qualifications**

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes.
- Experience working with under-represented, distinctive student populations.
- Familiar with core higher education marketing technology, such as social media channels, design programs, and website management.
- Asset if willing to invest in and foster the growth and development of passionate and highly-devoted undergraduate student leaders.
- Prior experience with new student orientation; transition programming; event management and/or student activities is strongly preferred.

### **Learning Outcomes**

- Gain understanding of the Orientation/Transition/Retention functional area within Student Affairs and the greater environment of Higher Education.
- Interact with services and programs across the university landscape in order to support student success.
- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative coordination.
- Gain experience in general human resources processes, team development, and staff supervision.
- Develop self-awareness and connection of personal values to profession goals

### **Direct Supervisor**

Lauren Garrett

Director, Student Transition Engagement Programs

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*Interested applicants should contact the direct supervisor with any questions.*