



WILLIAM & MARY

CHARTERED 1693

GA for Undergraduate Student Transitions Office of Student Transition Engagement Programs (STEP) Division of Student Affairs

Position Overview

The Graduate Assistant for Undergraduate Student Transitions 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 ALL students as they are empowered to Find, Form & Focus their unique university 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 in-state tuition waiver
- For students enrolled in the Higher Education program:
 - Tuition subsidy (student pays \$2,500/year in tuition)
 - \$15,000 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted
- For non-Higher Education students:
 - SOE tuition (in-state rate) + \$4,500 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto W&M Express card to use for parking, meals, or anywhere Express is accepted

Position Elements

- | | |
|---|--|
| <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: Sometimes |
| <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 checked="" 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 pertinent distinctive population recognized student organizations, to provide initiatives and resources for students in transition and, in the process, educate the university community and STEP student leaders on the F₃YE Curriculum
- Develop and implement transition and persistence communications plan involving newsletters, social media, blog, and hardcopy marketing pieces
- Advise, support, and supervise undergraduate student worker(s) and manage product tasks related, but not limited, to departmental social media, programming, and marketing efforts
- Coordinate scheduling and assessment, as well as student attendance at (as appropriate), of signature office events and student initiatives
- Participate in divisional activities, including monthly Division meetings and semester Kick-off/Renewal Days
- 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 professional goals

Direct Supervisor

Lauren Garrett

Director, Student Transition Engagement Programs

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