



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant Office of Student Veteran Engagement Division of Student Affairs

### Position Overview

The Graduate Assistant for the Office of Student Veteran Engagement (OSVE) is primarily responsible for coordinating student veteran employees' work and supporting the director in forming partnerships with offices across the university to facilitate student veterans' transition to W&M and increase the likelihood that student veterans, and all members of the Tribe, will flourish as a result. The GA for OSVE advises Student Veterans of William & Mary, the university-recognized organization that serves as an official Student Veterans of America (SVA) chapter.

### About the Office

The Office of Student Veteran Engagement supports veteran student organizations; connects veterans with resources on and off campus to help with applications, GI bill benefits, transferability of courses and other support services; and assists in finding internship and employment opportunities. The staff coordinates initiatives across all William & Mary schools and programs, works to expand veteran enrollment, and seeks support for university veteran programs.

### 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 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

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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: Occasional               |
| <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 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 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 Project and university.

**Job Responsibilities**

- Provide support and build rapport with student veterans
- Provide structure for student veterans office employees
- Attend and participate in meetings with students, faculty, staff, and alumni
- Develop a calendar of events that include veterans initiatives across campus
- Provide guidance to student veterans, faculty, staff, and non-veterans
- Assist student veterans with navigating university policies and procedures
- Develop partnerships with offices, departments, and organizations across campus
- Other duties as assigned

**Preferred Qualifications**

- Understanding of military culture
- 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

**Direct Supervisor**

Charlie Foster,  
Director, Office of Student Veteran Engagement  
[ctfoster@wm.edu](mailto:ctfoster@wm.edu)  
757-221-2167

Interested applicants are welcome to contact the supervisor with any questions. Preference given to applicants who are familiar with W&M and can complete pre-work summer 2019. Additional funding available.