**Position Overview**

The Graduate Assistant for the Office of Student Veteran Engagement, as a part of the Student Engagement and Leadership Thematic Area, 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.

**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 those and other 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 Virginia in-state tuition waiver.
- Total financial package = In-state tuition + $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:

- 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

[cmfoster@wm.edu](mailto:cmfoster@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.