



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant for Student Employment & Operations Student Unions & Engagement Division of Student Affairs

### Position Overview

The Student Unions & Engagement Graduate Assistant supervises the Information Desk staff and assists with oversight for student staff hiring, training, and development. In addition, they support departmental efforts including assessment.

### Department Mission

Student Unions & Engagement provides high-quality, student-focused entertainment, activities, support services, employment opportunities, and built environments designed to improve student learning and development to aid in the flourishing of campus community.

### 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: Occasional               |
| <input type="checkbox"/> Hires student workers                            | <input checked="" type="checkbox"/> Supervises / evaluates student workers |
| <input type="checkbox"/> Frequent student interaction                     | <input checked="" type="checkbox"/> Leads training sessions for students   |
| <input type="checkbox"/> Advises individual students                      | <input 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
- Occasional on-call responsibilities from Friday evening to Sunday evening (approx. 6 times/yr)

### **Job Responsibilities**

- Supervise approximately 25 student employees at the Information Desk areas of Sadler Center & Campus Center. This includes hiring, training, scheduling, and evaluating.
- Assist the Senior Associate Director with the student employment program of a staff of approximately 70
  - Plan and implement the development and training program for student staff. This includes training sessions before the start of each semester and extended training throughout the academic year
  - Support the recruitment and hiring of new student staff annually
- Assist with the assessment of the programs, operations, and facilities associated with Student Unions & Engagement. This involves weekly user satisfaction surveys and an annual campus-wide assessment in collaboration with the Division of Student Affairs.
- Learn and assist with building management and audio/visual set-up.
- Cover various responsibilities for the professional staff, including occasional after-hours support.
- Attend division-wide meetings and hold membership on university wide committees as assigned.
- Other duties and projects that vary throughout the year.

### **Preferred Qualifications**

- Willingness to take initiative and develop projects
- Ability to work well both on a team and independently
- Experience with student employment, especially student unions or student activities
- Strong written and verbal communication skills

### **Learning Outcomes**

- Gain experience in student supervision, including recruiting, hiring, training, supervising, and evaluating
- Practice advising skills with both individual students and student groups
- Develop and implement assessment at the division level
- Strengthen understanding of event and union management

### **Direct Supervisor**

Trici Fredrick  
Senior Associate Director, Student Unions & Engagement  
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(757) 221-3254

Interested applicants are welcome to contact the supervisor with any questions.