



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant for Programming Office of Student Unions & Engagement Division of Student Affairs

### Position Overview

This position is responsible for assisting in the development and delivery of programs/resources/services aimed at providing support for Alma Mater Productions (AMP), the main student programming board on campus.

### Department Mission

At William & Mary, we believe that student leadership development is a cornerstone in supporting our students to become engaged citizens. Student leadership involves cultivating a frame of mind for exploring self, others, and community. Leaders develop a skill set to adapt to change, craft creative solutions, and seize opportunities. Leaders are moved by what they care about to make the world a better place.

### Position Type

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Masters Level | <input checked="" type="checkbox"/> Full-time (20 hours/week) |
| <input type="checkbox"/> Doctoral Level           | <input type="checkbox"/> 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 type="checkbox"/> Occasional night/evening work                   |
| <input checked="" type="checkbox"/> Frequent night/evening work           | <input checked="" type="checkbox"/> Weekend work: Often                  |
| <input type="checkbox"/> Hires student workers                            | <input 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 checked="" type="checkbox"/> Individual work space                 | <input 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 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:

- The ability to take an internship concurrently with this assistantship can be negotiable, after the first semester of employment
- Night/evening and weekend work required during frequent occasions throughout the academic year
- Office hours are flexible around scheduled advising meetings and “after hours” work

**Job Responsibilities**

- Co-advise with the Assistant Director W&M’s primary programming board (AMP)
- Serve as advisor to committee chairs of Alma Mater Productions
- Meet weekly with the committee chairs, all advisees, executive officers, and Assistant Director
- Work with agents and performers to negotiate performance agreements for campus activities (within a significant campus allocated budget)
- Assist with the creation and implementation of board training and retreats
- Supervise, oversee, and attend various campus events
- Assist in the coordination of special events for the college community such as Opening Weekend, large concerts and comedians, and Family Weekend
- Attend division meetings and serve as a member of one of the division-wide task forces
- Attend Student Unions & Engagements staff meetings and hold regular posted 15 weekly office hours
- Responsible for tracking and evaluation of AMP Events
- Conduct end-of-year assessment
- Assist in forwarding the mission of Student Unions & Engagement through special projects
- All other duties as assigned that forward the mission of the office

**Preferred Qualifications**

- Demonstrate an ability to work collaboratively and independently
- Demonstrate an ability to take initiative and be self-directed on projects
- Have strong communication skills, both verbal and written
- Display an interest and ability in campus programming and advising students

**Learning Outcomes**

- **Student Learning and Development, and Advising and Helping:** be able to apply the student development and learning theory learned through graduate coursework; provide individual students and student organizations with support, direction, feedback, critique, referral, and guidance.
- **Assessment, Evaluation, and Research:** to use, design, and conduct, qualitative and quantitative assessment that demonstrate impact on student learning/experiences.
- **Leadership:** be able to work with students and fellow staff members to effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Personal Foundations:** be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one’s own areas of strength and growth; have a passion for work; and remain curious.

**Direct Supervisor**

Jenna Venable  
Assistant Director of Programming for Student Unions & Engagement  
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(757) 221-1674

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