

University of Richmond

Graduate Assistant

Westhampton College Dean's Office

Student Development Division

<https://wc.richmond.edu/>

ABOUT WESTHAMPTON COLLEGE:

The University of Richmond provides individual and community support to its students through the college system, comprised of Westhampton College and Richmond College. Westhampton College was founded in 1914 to ensure gender equity in education, opening its doors to women six years before the passage of women's suffrage. Westhampton has stayed true to its progressive origins for over a century, and today is dedicated to the support of underrepresented genders, including women, gender-expansive individuals, and all who identify with our college.

The mission of Westhampton College is to support the whole student, both as an individual and as a valued and engaged member of the communities we build together. As advisors in matters academic, co-curricular, and social, we seek to strengthen our students in their intellectual and personal development, to promote and celebrate diversity and inclusion, and to prepare our students to lead informed, purposeful lives. We believe that community is an action, that all of us have a vital part to play in fostering a thriving and inclusive community.

Position Summary:

The Graduate Assistant (GA) for the Westhampton College Dean's Office will serve as an important member of the team by providing support for routine and/or time-sensitive student concerns for individual students as well as helping plan and run programs and initiatives that help build community and foster belonging. The Graduate Assistant will report to the Dean of Westhampton College. This position is twenty hours a week for ten months. It may require occasional evening and weekend work in support of specific programs.

Compensation/Benefits:

- This assistantship qualifies a full-time graduate student for 2023-24 in-state tuition waiver.
- Stipend of \$4,000 per year for a Master's Degree Candidate or \$13,110.00 per year for a Doctoral Candidate.

Position Responsibilities:

- 20 hours per week in the office/on campus.
- Help students with routine and/or time-sensitive student concerns, working with the deans to provide support for individual students. Increased responsibility and scope as gain training and experience.
- Provides support and advice to parents/family/guardians and concerned faculty for routine and/or time-sensitive concerns.
- Provide logistical and planning support for existing and new celebrations and general programming initiatives.
- Facilitate on-going planning of programs that aid in creating and sustaining community, both within the College and working with divisional and University partners.
- Participate in Westhampton College staff and team meetings to share ideas, offer insights and updates on assigned projects, and collaborate with team members.
- Performs other duties as assigned.

Learning Outcomes:

- Gain a clear understanding of the needs of our diverse and varied student populations.
- Gain a clear understanding of how to advise and support our students, both academically and personally, developing a knowledge base of best practices and equitable solutions for different situations.
- Develop a nuanced understanding of how to work as a team for immediate student concerns, including being able to work independently and also know when to ask for guidance and support, and when to refer matter to a colleague.
- Develop knowledge of social justice issues that can impact academic performance and the social development of students, and how individual advising and support and community programming benefit individuals and the student population.
- Gain a clear understanding how to cultivate programs that build community and enhance individual students' college experience.

Preferred Qualifications:

- Strong interest in providing support, mentorship, advising, and care for students and helping create thriving and inclusive communities.
- Passion for working with students from diverse backgrounds, identities, and experiences.
- Ability to work in a student-focused, fast-paced, convivial environment.
- Outstanding interpersonal, written, and oral communication skills and ability interact effectively with students, faculty, and staff.
- Creativity and initiative.
- Interest in Diversity, Equity, Inclusion, and Belonging (DEIB) issues and social justice, including advocacy and support for all gender identities, historically underrepresented students, and LGBTQIA+ individuals.

Education and Experience:

- Must be currently enrolled in a Master's or Doctoral Degree program in Educational Policy, Planning, and Leadership, Higher Education, Student Affairs, Social Work, Counseling, or related field.
- Experience with supporting and/or advising undergraduate students; experience with program coordination and implementation; and experience in higher education desirable but not required.
- Must be student-centered and articulate in the understanding of the academic and personal needs of the student population and how it can relate to intersectional social identities.

Direct Supervisor

Mia Reinoso Genoni, Ph.D.

Dean of Westhampton College

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