



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant for Conflict Resolution & Education Community Values & Connection Division of Student Affairs

### Position Overview

The Graduate Assistant for Conflict Resolution & Education trains and works as a conflict coach, facilitator, and mediator, doing individual and group work to provide contextualized conflict services and support to undergraduate and graduate students. The GA also assists the Director in the development and execution of conflict resolution and facilitation related trainings and workshops across campus. The GA also plays a central role in cultivating and maintaining the office's online and social media presence, sourcing and developing relevant resources, and conducting office outreach and research.

### Department Mission

Conflict Resolution & Education provides services, support, and resources that empower the William & Mary community to navigate difficult conversations well and resolve issues productively. We are committed to ensuring that campus conflicts are navigated and resolved in ways that foster individual growth, strengthen our community, and impact change in areas of need.

### Position Type

Open to Master's Level candidates. Full-time position (20 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:
  - Full tuition subsidy
  - \$17,000 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For non-Higher Education students:
  - School of Education tuition (in-state rate) + \$5,700 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto student account to for parking pass, meals, or other student expenses

### 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 type="checkbox"/> Weekend work: Rarely
<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 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

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|---|--|
| <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 8 a.m. – 5 p.m., with occasional evening or weekend work
- Position allows for flexibility within scheduled GA work hours
- Opportunities exist for local and regional travel for office related conferences or professional development opportunities

**Position Responsibilities**

- Plan and execute student programming that advances the office mission, vision, and values, meets needs on campus, and align with strategic priorities at an office, Student Affairs, and university level
- Present trainings and workshops on a variety of conflict resolution topics
- Conduct conflict coaching meetings with students to understand needs, discuss goals, explore options, and implement best practices for independent resolution
- Facilitate circles for dialogue and mediations for conflict resolution, using best practices for fostering healthy group dynamics and navigating difficulties
- Conduct research related to conflict broadly and specifically at William & Mary, including interviews, surveys, focus groups, resource gathering & organizing
- Develop and source relevant resources for student use, including but not limited to worksheets, written guides, podcasts, books, videos, etc.
- Implement strategic marketing initiatives, including overseeing CRE social media and web presence, designing branding & merchandise
- Conduct outreach across campus to promote awareness of the office's services

**Preferred Qualifications**

- An interest in conflict resolution, restorative practices, and student development
- Demonstrated commitment to using constructive conflict resolution practices
- Excellent oral and written communication skills, particularly interpersonal communication skills
- Excellent ability to maintain impartiality and confidentiality about sensitive and escalated issues
- Ability to engage in difficult conversations and in escalated emotional situations with calm and critical thinking
- Experience teaching and presenting to audiences of varying sizes, demographics, and needs
- Experience with social media strategy, web page design and maintenance and/or the desire to learn about it
- Demonstrated organizational skills and a pattern of following through on projects

**Direct Supervisor**

Emily Gerst  
Director, Conflict Resolution & Education  
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(757) 221-3596

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