



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant Student Center for Inclusive Excellence Division of Student Affairs

### Position Overview:

The Student Center for Inclusive Excellence views this Graduate Assistantship as an integral position on the staff, providing meaningful professional service to and for students at the College of William & Mary. We also recognize this position serves as professional development for the Graduate Assistant. The Graduate Assistant in the Student Center for Inclusive Excellence will assist in the development and coordination of programs and services that foster access, belonging, and community connection for the university community in conjunction with the rest of the office staff. Will promote multicultural education and programming for historically underrepresented students, faculty and staff with information on and referral to campus and community resources. Skill development opportunities include administrative support, budget planning, presentations, and student advising.

### Department Mission

In alliance with the William & Mary mission, the Student Center for Inclusive Excellence ("The Center") strives to foster inclusion, collaboration, and relationship-building within our campus community. The Center provides academic, cultural social, and transition support for underserved and historically underrepresented students and identity, and promotes exchange and dialogue between individuals of diverse backgrounds and identities.

### 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:
  - 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 checked="" type="checkbox"/> Weekend work: Sometimes              |
| <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 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 type="checkbox"/> Conference/workshop funding available | <input type="checkbox"/> May take internship at same time as GA |
| <input type="checkbox"/> Opportunity for committee work        | <input type="checkbox"/> Opportunity for summer employment      |

### **Job Responsibilities**

- Advise and support culturally based student organizations in collaboration with professional staff
- Assist with the coordination of identity-affirming events and programming
- Serve as a resource and point of contact for multicultural students within The Student Center for Inclusive Excellence
- Support or co-facilitate educational or awareness workshops.
- Provide support for programming and initiatives.
- Perform other duties as assigned by the Director of the Student Center for Inclusive Excellence.

### **Preferred Qualifications**

- Master and Doctoral students from the EPPL program (Masters Level GA)
- **Strong desire in working with students from diverse backgrounds and lived experiences.**
- The capacity to assimilate into the culture of a fast-paced, demanding office.
- Excellent written and communication skills.
- Interest in student leadership development.
- Organizational and management skills.
- Google Suite, Qualtrics, PowerPoint, Canva (online design tool), Data analysis, a plus.

### **Learning Outcomes**

By the end of the Graduate Assistantship, the student will be able to:

- Create and lead inclusive programs that support belonging and engagement for underrepresented and LGBTQ+ students.
- Advise and support student leaders by helping them plan events, manage organizations, and grow in their roles.
- Develop and assess outreach and engagement efforts using tools like surveys, feedback, and reflection.
- Communicate and collaborate effectively with students, staff, and campus partners in a professional setting.
- Strengthen skills in program planning, facilitation, and advising through hands-on experience and mentorship.
- Reflect on personal identity, leadership, and equity work as part of their professional growth in student affairs.

### **Contact**

Monique Williams, Ed.S.  
 Director, Student Center for Inclusive Excellence  
[mdwilliams@wm.edu](mailto:mdwilliams@wm.edu)  
 757-221-2300

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