



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant
Division of Student Affairs
Student Success
Care Support Services

Position Overview

The Care Support Services Graduate Assistant is an integral position on the staff, providing meaningful professional service to and for students at William and Mary. We also recognize that this position serves as professional development for the Graduate Assistant. Therefore, the student will be exposed to and has the opportunity to interact with services and programs of the office that may not be direct responsibilities listed below. Skill development opportunities include administrative support, research, presentations, student support, and student advising.

Department Mission

Care Support Services compassionately assists and empowers students in managing interpersonal, academic, and wellness concerns but offering advocacy and connection to resources.

Position Type

☒ Masters Level

☒ Full-time (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 type="checkbox"/> Occasional night/evening work
<input type="checkbox"/> Frequent night/evening work	<input type="checkbox"/> Weekend work: Often, Sometimes, Rarely
<input type="checkbox"/> Hires student workers	<input type="checkbox"/> Supervises / evaluates student workers
<input checked="" type="checkbox"/> Frequent student interaction	<input 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 type="checkbox"/> Event/program management
<input checked="" 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 type="checkbox"/> Opportunity for committee work	<input type="checkbox"/> Opportunity for summer employment

Job Responsibilities

- Advise individual students receiving Care services under the supervision of the Care Support Services Associate Director.
- Effectively use the Advocate system to make student case notes and assist in monitoring and supporting students receiving CSS non-clinical case management services.
- Maintain the Care Support Services website, including development of online resources for students.
- Develop and send email newsletters to keep students aware of deadlines, programs, services, and events
- Perform other duties as assigned by the Director or Associate Director of Care Support Services.

Preferred Qualifications

- Master and Doctoral students from the EPPL program
- The capacity to assimilate into the culture of a fast-paced, demanding office
- Excellent written and communication skills.
- Organizational and management skills
- Ability to handle conflict on a regular basis
- Strong interest in working with students who are experiencing crisis (medical, mental health, personal)

Learning Outcomes

- Demonstrate a balanced work ethic through effective communication and time management.
- Develop rapport and collaborate with relevant stakeholders including students, faculty, student affairs staff, and student family members.
- Develop values aligned with the Student Affairs Division and Care Support Services philosophies, including demonstrating care and concern for students experiencing a high level of crisis.

Direct Supervisor

Amelia Cross

Director of Care Support Services

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757-221-2511

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