



Family Engagement Graduate Assistant
Family Engagement
Division of Student Affairs

Position Overview

The Graduate Assistant for Family Engagement, as a member of the Family Engagement team and part of the Community Values & Connection Thematic Area, is responsible for assisting Family Engagement's Director with the planning and implementation of major university events including Family Orientation and Family Weekend, annual assessment projects, and a variety of specialized communication projects designed to support student success.

Department Mission

Family Engagement facilitates and advocates for the role of family involvement in community development and individual student success. Our programs provide resources and activities that connect families with each other and with the W&M community. The activities, programs, services, and regulations of the university are all planned with the following objectives in mind.

- Welcome parents, families, and supporters to the community
- Create opportunities for meaningful involvement with the campus community
- Connect parents, families, and supporters with one another
- Inform and educate parents, families, and supporters about valuable resources, critical issues and topics relevant to student success

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)
 - \$16,500 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) + \$5,000 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 |
| <hr/> | |
| <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 type="checkbox"/> Advises individual students | <input type="checkbox"/> Advises student organizations |
| <hr/> | |
| <input checked="" type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input checked="" type="checkbox"/> Individual workspace | <input type="checkbox"/> Shared workspace |
| <input checked="" type="checkbox"/> Independent work | <input checked="" type="checkbox"/> Collaborative / group work |
| <hr/> | |
| <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 checked="" type="checkbox"/> Opportunity for summer employment |

Additional elements:

- Office hours are flexible.
- Night/evening and weekend work required during specific times of the academic year.
- Opportunities exist for regional travel representing the Family Engagement office and university.

Job Responsibilities

- Assist in program coordination for Family Orientation, including registration management, ordering supplies, contacting presenters, & reserving spaces
- Assist in program coordination for Family Weekend, including registration management, ordering supplies, contacting presenters, & reserving spaces
- Assist in the planning & execution of New Student & Family Welcome Events, including event creation, registration management, and communications
- Manage the creation of and analysis of assessment projects
- Manage website edits & updates for Family Engagement
- Coordinate writers and maintain special family communication projects including the annual family calendar, Resource Guide, From the Desk of, and more.



- Coordinate behind the scenes logistics for parent & family webinar series
- Develop educational curriculum for incoming parents & families
- Attend weekly staff meetings for Family Engagement
- Attend all staff meetings for Community Values & Connection
- Assist in the packing & shipping of outgoing orders from Family Gear store
- Other duties as assigned

Preferred Qualifications

- Ability to foster partnerships with others while exhibiting a high level of professionalism, creativity, and flexibility.
- Excellent communication skills and willingness to learn new methods of communication.
- Demonstrated time management and priority setting skills.
- Prior experience with orientation and/or new student programs is preferred.

Learning Outcomes

- Gain understanding of the Parent & Family Programs/Family Engagement functional area and the Orientation/Transition/Retention functional area within Student Affairs and the greater environment of Higher Education.
- Interact with services and programs across the university landscape in order to support student success.
- Further develop skillsets that promote college student development, personal/professional task management, and program/event/initiative coordination.
- Gain experience in general human resources processes, team development, and student staff mentorship.
- Develop self-awareness and connection of personal values to profession goals

Direct Supervisor

Heather Deere
Director of Family Engagement

Position Contact

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