

**Graduate Assistant –Education & Youth Development Programs
Civic & Community Engagement
Division of Student Affairs**

Position Overview

Primary duties are to assist the [Education & Youth Development Programs](#) team in coordinating the activities and administrative duties for student programming, to include Griffin School Partnerships and other programs of Civic & Community Engagement (CCE). The focus of these programs is to increase equity in education, support the development of young people and W&M students, and facilitate learning and mentoring activities between W&M students and young people in our community.

This position will require frequent contact with students and on-campus and off-campus partners. The position will require both individual and group advising to students in their student organizations, including but not limited to regular meetings, and community programs occurring during out-of-school time hours.

Department Mission

Together with members of William & Mary and our broader communities, we cultivate equitable and transformational relationships and provide programming and resources for students to become lifelong community-centered leaders.

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:
 - Tuition subsidy (student pays \$2,500 year tuition)
 - \$16,500 stipend (for mid-August to mid-May contract)
 - \$500 loaded onto student account 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

- W&M Student Programming, Training, and Advising
 - Meets with Griffin School Partnerships executive board (weekly) student leaders (at least biweekly) in small groups to advise programming and implementation of best practices.
 - Works with CCE staff to coordinate and attend events, workshops, recognition events, partner meetings and related programs for students.
 - Advise students weekly on planning all aspects of programming and attend programming and other events, such as family engagement events, trainings, and enrichment activities, as requested
- Youth Development Programming
 - Coordinates programming requests for weekend enrichment programs
 - Researches best and promising youth development practices for implementation
- Administrative
 - Manages and communicates data for GSP and other education and youth development programs and activities
 - Manages volunteer event registration and impact tracking via GivePulse
 - Composes and distributes the Education & Youth Development Programs and parent and family eNewsletters at least once monthly. Assists with website maintenance via Cascade.
 - Coordinates transportation for Education & Youth Development Program activities
- Other Responsibilities
 - Attends Civic & Community Engagement bi-weekly staff meetings and monthly Student Affairs Division meetings, and staff lunches as possible
 - Meets weekly with supervisor
 - Staff GSP and CCE events, such as enrichment programming, career fairs, trainings and others as requested, including evening and weekend events.
 - Assists in compiling mid-year and year-end reports
 - Demonstrates professionalism and acts as a role model for William & Mary Students

Requirements:

- Availability to work weekly evenings and some weekends.
- Participate in training for GivePulse and Cascade.

PREFERRED QUALIFICATIONS:

- Experience advising university students and student groups
- Prior work experience in education, youth development or youth civic engagement
- Strong listening skills; excellent verbal, written, and presentation communication skills.
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint
- Experience with a customer relationship management (CRM) platform

- Team player: willing to assist colleagues with planning and execution of projects and programs outside of normal business hours or as needed
- Organizational skills, time management, ability to meet deadlines in a timely manner
- Highly developed attention to detail
- Self-starter with initiative and instinct for new and creative solutions

LEARNING OUTCOMES:

At the conclusion of the experience, the Graduate Assistant for Education & Youth Development Programs will be able to:

- Effectively facilitate groups and learning opportunities for volunteers
- Articulate values of the liberal arts experience in civic and community engagement.
- Plan and implement youth development activities with student leaders and volunteers
- Better understand student affair's operational structure and campus relationships.
- Interact effectively with campus and external stakeholders (i.e. young people, volunteers, student leaders, faculty, staff, community leaders, parents etc.).
- Increased knowledge of youth development and youth civic engagement as demonstrated by growth in [CCE civic learning and action goals](#) and [Education & Youth Development Programs rubric](#).

DIRECT SUPERVISOR: Joy Jackson, Assistant Director of Education & Youth Development
Interested applicants are welcome to contact Civic & Community Engagement with any questions at cce@wm.edu.