



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant for Community Development Residence Life Division of Student Affairs

### **Position Overview**

The Graduate Assistant for Community Development, as a member of the Office Residence Life and part of the Campus Living Thematic Area, is responsible for assisting professional and student staff developing community across the undergraduate experience within the Center for Community Development and reporting to the Assistant Director for Residence Life.

### **Department Mission**

Residence Life provides a home where William & Mary students may flourish both personally and academically. We do this by partnering with our residents to create caring and responsible communities.

### **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**

- For students enrolled in the Higher Education program:
  - Tuition subsidy (student pays \$2,500/year in tuition)
  - \$10,000 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 in School of Education:
  - School of Education tuition (in-state rate) + \$5,500 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto student account to for parking pass, meals, or other student expenses
- For students outside the School of Education
  - \$23,000 Stipend (for mid-August to mid-May contract)
  - Tuition payment not included.

### **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 checked="" type="checkbox"/> Hires student workers	<input checked="" 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
<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"/> <b>Opportunity for summer employment</b>

### **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 Office of Residence Life and university.



## **Job Responsibilities**

*Career Readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. While education and experiences are important, employers have identified [the following eight competencies as necessary skills for any new college graduate](#).*

### **Team Membership & Supervision**

#### ***NACE Competencies; (Communication, Equity & Inclusion, Leadership)***

- Work as a paraprofessional staff team member to manage the Center for Community Development; establish and maintain a positive and supportive working relationship with supervisors and the staff team.
- Supervise, lead, and mentor a team of Community Consultants, evaluate CC's performance, and hold each accountable through the department's Performance Standards as needed to promote individual success and development.
- Collaborate with various campus and community offices/departments to provide resources for Campus Living student leaders and staff committed to creating a welcoming community and providing students with a sense of belonging and, in the process, educate university-wide student leaders on community development
- Serve as a resource, referral, and communication agent for staff and residents. Distribute paperwork, flyers, brochures, etc., according to instructions. Serve as liaison between staff, residents, and Residence Life.
- Compile an annual report for submission to the Associate Director for Living Learning Communities & Engagement.
- Collaborate within the department by serving on committees as a liaison for campus partners; possibly also serve on division/university-wide initiatives.
- Organize Center for Community Development initiatives.

### **Community Development**

#### ***NACE Competencies; (Critical Thinking, Teamwork, Technology)***

- Develop and implement a community development communication plan involving newsletters, social media, blog, and hardcopy marketing pieces
- Execute the strategies outlined in the ORL's education plan within the Center for Community Development; collaborate with staff and campus partners to support the department's goals and outcomes.

### **Administrative Responsibilities & Communication**

#### ***NACE Competencies; (Communication, Equity & Inclusion, Leadership)***

- Assist the Assistant Director of Residence Life in developing onboarding and training curriculum for student staff (undergraduate student leaders), to include their application (via StarRez), selection, hiring, and training
- Assist the Assistant Director of Residence Life in administrating and managing the Center for Community Development, including completing tasks and duties.
- Abide by University policies; confront, enforce, and report violations of policies and inappropriate behavior in the assigned area. Assist campus officials or other responsible parties elsewhere on campus when requested to do so

### **Training & Meetings**

#### ***NACE Competencies; (Career & Self-Development, Professionalism, Critical Thinking)***

- Attend staff meetings, training sessions, in-services, and individual meetings with supervisor.
- Participate in divisional activities, including monthly Division meetings and semester Kick-off/Renewal Days

- All Residence Life student staff are considered essential personnel and must be present to assist in crises and emergencies (hurricanes, building/system failures, fire watches, student death, etc.) as long as the university and/or residence halls remain open and occupied.
- Other duties as assigned

### **Preferred Qualifications**

- Ability to collaborate with others while exhibiting a high level of creative energy and flexibility.
- Demonstrated ability and organizational skills to coordinate and manage concurrent processes.
- Experience working with under-represented, distinctive student populations.
- Familiar with core higher education marketing technology, such as social media channels, design programs, and website management.
- Asset if willing to invest in and foster the growth and development of passionate and highly devoted undergraduate student leaders.
- Prior experience with community development; program centers; event management and/or student activities is strongly preferred.

### **Learning Outcomes**

- Gain understanding of Campus Living functional areas within Student Affairs and the greater environment of Higher Education.
- Interact with services and programs across the university landscape 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 staff supervision.
- Develop self-awareness and connection of personal values to profession goals

### **Direct Supervisor**

Danny Lee

Assistant Director of Residence Life

[dalee02@wm.edu](mailto:dalee02@wm.edu)