



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant for Leadership Office of Student Leadership Development Division of Student Affairs

Position Overview

This position is responsible for assisting in the development and delivery of leadership programs and initiatives, as well as programs/resources/services aimed at providing support for recognized student organizations.

Department Mission

At William & Mary, we believe that student leadership development is a cornerstone in supporting our students to become engaged citizens. Student leadership involves cultivating a frame of mind for exploring self, others, and community. Leaders develop a skill set to adapt to change, craft creative solutions, and seize opportunities. Leaders are moved by what they care about to make the world a better place.

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 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 checked="" type="checkbox"/> Leads training sessions for students |
| <input 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 type="checkbox"/> Conference/workshop funding available | <input type="checkbox"/> May take internship at same time as GA |
| <input checked="" type="checkbox"/> Opportunity for committee work | <input type="checkbox"/> Opportunity for summer employment |

Additional elements:

- The ability to take an internship concurrently with this assistantship can be negotiable, after the first semester of employment

Job Responsibilities

- Support the development and implementation of leadership development initiatives for the office. This includes support for The Framework for Leader Development & Organization Success and support for our four campus-wide leadership campaigns: No Title Needed; Depth Over Breadth, Mentoring Matters, and Pursue Perspective.
- Provide support for formal/selected student leadership programs and initiatives (such as Leadership Accelerator and the Executive Leadership Bootcamp)
- Assist in the development of leadership offerings designed to support positional leaders in Recognized Student Organizations (RSO) and individual students interested in growing their own leadership capacity
- Coordinate the management of external communications on behalf of the office including social media, the RSO Newsletter, and The Leadership Compass
- Conducts orientation sessions for new student organizations
- Collect, assess, and make use of current leadership data that informs initiatives and student leadership practices
- Other duties as assigned by the Director of Student Leadership Development that further leadership, student involvement initiatives, and recognized student organization support within the campus community

Preferred Qualifications

- Demonstrate an ability to work collaboratively and independently
- Demonstrate an ability to take initiative and be self-directed on projects
- Demonstrate strong communication skills (especially written communication skills for the purpose of composing office newsletters and communications)
- Display a skill set for managing office outreach and PR (including Instagram and Canva)
- Display an interest and ability in advising students and student organizations

Learning Outcomes

- **Student Learning and Development, and Advising and Helping:** be able to apply the student development and learning theory learned through graduate coursework; provide individual students and student organizations with support, direction, feedback, critique, referral, and guidance.
- **Assessment, Evaluation, and Research:** to use, design, and conduct, qualitative and quantitative assessment that demonstrate impact on student learning/experiences.
- **Leadership:** be able to work with students and fellow staff members to effectively to envision, plan, effect change in organizations, and respond to internal and external constituencies and issues.
- **Personal Foundations:** be self-directed and self-reflective; maintain excellence and integrity in work; be comfortable with ambiguity; be aware of one's own areas of strength and growth; have a passion for work; and remain curious.

Direct Supervisor

Anne Arseneau
Director, Student Leadership Development
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Interested applicants are welcome to contact the supervisor with any questions.