



# WILLIAM & MARY

CHARTERED 1693

## Graduate Assistant for Assessment and Strategic Planning Vice President for Student Affairs Division of Student Affairs

### Position Overview

The Graduate Assistant for Assessment and Strategic Planning, as a member of the Office of the Vice President for Student Affairs, assists in overseeing the implementation of the Division of Student Affairs' assessment cycle, large-scale assessments, and communication of assessment results.

### Department Mission

Through student-centered programs, policies, and services, the Division of Student Affairs supports the academic enterprise and our students by preparing them to learn, engage, and grow with integrity, wellness, and purpose.

### Position Type

- Masters Level
- Doctoral Level
- Full-time (20 hours/week)
- 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)
  - \$15,000 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) + \$4,500 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: Rarely              |
| <input type="checkbox"/> Hires student workers                                     | <input type="checkbox"/> Supervises / evaluates student workers       |
| <input 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                |
| <input type="checkbox"/> Budget management                                         | <input type="checkbox"/> Event/program management                     |
| <input checked="" type="checkbox"/> Individual work space                          | <input 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 possibly available | <input 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:

- Occasional work on night/weekends to assist with larger campus events

### **Job Responsibilities**

- Support large-scale survey administration including collaborating with Student Affairs departments and other campus partners.
- Support all assessment-related programming and resources managed by team
- Assist with marketing and communication initiatives, web development, and mobile presence ensuring information is current and accurate. This will require the GA to register for training provided by University Web and Design.
- Develop good working relationships with colleagues, answering their questions through email and meetings, and help them to navigate the assessment cycle.
- Attend monthly Division of Student Affairs Meetings and participate in intra-office committees and/or work groups.
- Participate in generalist responsibilities in the Vice President for Student Affairs Office including assisting with phone coverage and walk-in visitors.
- Other duties as assigned

### **Preferred Qualifications**

The successful candidate will possess excellent written and oral communication skills, proficiency with technology, and have an interest in both individual and collaborative work. The ability to foster growth and development in others is an asset. The successful candidate will possess excellent attention to detail, dependability, a strong work ethic, ability to prioritize, and well-developed organizational skills. Previous assessment, statistics, graphic design, or research experience is a bonus but not required.

### **Learning Outcomes**

- Gain understanding of assessment within Student Affairs and the greater environment of Higher Education
- Gain understanding of higher education accreditation requirements and processes
- Increase critical thinking skills
- Develop or increase ability to share data meaningfully to different constituencies
- Develop self-awareness and connection of personal values to profession goals

### **Direct Supervisor**

Anna Mroch  
Director of Strategic Planning and Assessment for Student Affairs  
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Interested applicants are welcome to contact the supervisor with any questions.