GA for Alumni Engagement
Office of Alumni Association
Division of Advancement

Position Overview
The Graduate Assistant for Alumni Engagement, as a member of the Office of the Alumni Association, is primarily responsible for assisting the Director of Alumni Programs and the Associate Director of Regional Alumni Engagement with the planning and implementation of young alumni and student programming initiatives.

Department Mission
Our mission is to strengthen the lifelong ties our alumni have to their alma mater and one another.

Position Type

☒ Masters Level ☒ Full-time (20 hours/week)
☐ Doctoral Level ☐ Part-time (10 hours/week)

Compensation / Benefits

• This assistantship qualifies a full-time student for the 2017-18 in-state tuition waiver.
• Total financial package = In-state tuition + $4,000 stipend
• Additional benefits: Meaningful interaction with alumni

Position Elements

☒ Mostly 9 a.m. - 5 p.m. work ☒ Occasional night/evening work
☐ Frequent night/evening work ☐ Weekend work: Rarely
☐ Hires student workers ☐ Supervises / evaluates student workers
☒ Frequent student interaction ☐ Leads training sessions for students
☐ Advises individual students ☐ Advises student organizations

☒ Budget management ☒ Event/program management
☐ Individual work space ☒ Shared work space
☒ Independent work ☒ Collaborative / group work
☒ Conference/workshop funding available ☒ May take internship at same time as GA
☒ Opportunity for committee work ☒ Opportunity for summer employment

Additional elements:
• Office hours are flexible.
• Night/evening and weekend work required during specific times of the academic year.
Job Responsibilities

- Assist in creating student and Young Guarde Programming
- Work to implement an in-region strategy for Young Guarde
- Coordinate the event in a box initiative
- Serve as the primary lead on Homecoming events for students including the parade and homecoming court
- Co-advise the homecoming parade subcommittee
- Participate in divisional activities, including monthly Division meetings
- Assist on Student for University Advancement (SUA) initiatives
- Assist on Young Guarde Council meetings
- Assist in coordinating and attend various campus events
- Other duties as assigned

Preferred Qualifications

- Ability to collaborate with others while exhibiting a high level of creative energy.
- Asset if a self-starter with customer/donor/alumni relations experience
- Prior experience with alumni engagement/advancement/development

Learning Outcomes

- Gain understanding of the mission of the Alumni Association as a division of University Advancement, and the importance of alumni engagement within the goals of the campaign.
- Further develop skillsets that promote alumni engagement, personal/professional task management, and program/event/initiative coordination.
- Develop self-awareness and connection of personal values to profession goals

Direct Supervisor

Katie Lowe
Director of Alumni Programs and Signature Events
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Interested applicants are welcome to contact the supervisor with any questions.