GA for Regional Alumni Engagement
Office of Alumni Association
Division of Advancement

Position Overview
The Graduate Assistant for Regional Alumni Engagement, as a member of the Office of the Alumni Association, is primarily responsible for assisting the Regional Alumni Engagement team with the planning and implementation of Regional Alumni Chapter events and programs.

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 periodically during specific times of the year.
Job Responsibilities

- Assist in managing regional alumni chapters – liaison to alumni board assisting with budgeting, event planning, and marketing
- Opportunity to implement an online strategy for alumni engagement in areas that do not have chapters
- Serve as the primary lead on specific regional initiatives such as Yule Log and One Tribe One Day
- Share in supervisory duties over student office assistant(s)
- Participate in divisional activities, including monthly Advancement meetings
- Assist on Young Guard Council meetings
- 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 volunteer management/marketing/event planning 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 For the Bold 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

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Interested applicants are welcome to contact the supervisor with any questions.