



WILLIAM & MARY

CHARTERED 1693

Graduate Assistant - Student Philanthropy Programs Strategic Operations & Annual Giving University Advancement

Position Overview

The role of the Graduate Assistant for Student Philanthropy Programs is to fulfill the mission of our program by educating, engaging, and exciting current students about the importance and impact of giving. This position will interact with students on a daily basis through one-on-one and group advising, training workshops, and event planning. The position will also coordinate student volunteers at alumni and donor engagement events. This individual will become a valuable member of the Strategic Operations & Annual Giving team.

Department Mission

The purpose of Student Philanthropy Programs is to educate, engage and excite current William & Mary students about the importance and impact of supporting our alma mater after we graduate. By educating and engaging current students from freshman to senior year, students will leave William & Mary with a better understanding of the importance and impact of giving back to the College. By creating this culture, we hope to increase student and young alumni giving to The College of William & Mary.

Position Type

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|---|---|
| <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 (School of Ed tuition level)
- Total financial package = School of Education in-state tuition + \$4,000 stipend

Position Elements

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| <input checked="" type="checkbox"/> Mostly 9 a.m. -5 p.m. work | <input type="checkbox"/> Occasional night/evening work |
| <input checked="" type="checkbox"/> Frequent night/evening work | <input checked="" type="checkbox"/> Weekend work: Only if there's an event |
| <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 checked="" type="checkbox"/> Advises student organizations |
| <input checked="" type="checkbox"/> Budget management | <input checked="" type="checkbox"/> Event/program management |
| <input checked="" 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:

- Office hours are flexible but a set-schedule is preferred.
- Night/evening and weekend work required during specific times of the academic year.

Job Responsibilities

- Assist with Students for University Advancement– a student-led organization, sponsored by the Office of University Advancement, whose purpose is to educate the student body about the importance of giving to William & Mary and to serve as student ambassadors at alumni and donor events
 - Provide guidance and leadership to executive board
 - Train students on peer education and solicitation skills, event planning, marketing and public relations techniques, and University Advancement operations
 - Recruit and retain a diverse group of students to serve as members
 - Plan and execute meaningful philanthropy education programs and activities – both large and small scale – for the student body
 - Coordinate student volunteers at alumni and donor engagement events
 - Assist students in maintaining a strong student philanthropy program social media and web presence
- Co-Advise Senior Class Gift
 - Co-advise Student Philanthropy & Recent Graduate Engagement team with the recruitment and training of Senior Class Gift committee members at retreats and committee meetings
 - Communicate with Gift Accounting Office to facilitate the recording of senior class gifts; ensure data integrity is maintained
 - Analyze data for trends in student giving to execute targeted outreach initiatives
 - Assist with the planning and execution of Senior Class Gift events (wine and cheese socials, leadership donor receptions, Senior Week); staff events as needed
- Strategic Operations & Annual Giving
 - Continuously research other institutions to identify best practices in student philanthropy programs
 - Attend bi-weekly staff and bi-monthly division meetings
 - Meet with supervisor on a regular basis to share successes, upcoming projects, and future needs

Preferred Qualifications

- Has interest, knowledge, and skills to successfully advise a student-led organization
- Is a critical thinker who is able to identify, prioritize and manage projects and tasks
- Has a solid understanding of basic student development theories
- Embraces different cultures, ideas, and backgrounds of students and co-workers
- Has strong facilitation and presentation skills; able to articulate a clear vision to both small and large audiences
- Has the ability to work in a fast paced environment and is comfortable interacting with a diverse range of audiences including students, faculty, staff, alumni, and donors
- Possesses strong writing and interpersonal skills
- Is creative and constantly seeking new ideas and ways to enhance position
- Is able to plan and execute major events on campus that attract students and promote a culture of philanthropy
- Has past experience with data entry and analysis, or a willingness to learn

Learning Outcomes

- Understanding of University Advancement operations
- Strengthening student advising skills and experience

Direct Supervisor

Ashley Anderson
Coordinator, Student Philanthropy & Recent Graduate Engagement
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Interested applicants are welcome to contact the supervisor with any questions.