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 Lifetime Philanthropic Engagement & 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
- 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 2019-20 in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend

Position Elements
- Mostly 9 a.m. -5 p.m. work
- Frequent night/evening work
- Occasional night/evening work
- Weekend work: Sometimes
- Hires student workers
- Frequent student interaction
- Supervises / evaluates student workers
- Leads training sessions for students
- Advises individual students
- Advises student organizations
- Budget management
- Individual work space
- Event/program management
- 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 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
- Lifetime Philanthropic Engagement & 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**

Lyda Phillips  
Assistant Director, Student Philanthropy & Recent Graduate Engagement  
lvphillips@wm.edu  
757-221-1943

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