GA for Alumni Career Management & Professional Networks
Office of Alumni Association
Division of Advancement

Position Overview
The Graduate Assistant for Alumni Career Management & Professional Networks, as a member of the Office of the Alumni Association, is primarily responsible for assisting the Alumni Career Management & Professional Networks team with the planning and implementation career & professional events and programs for alumni.

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 Virginia in-state tuition waiver.
- Total financial package = In-state tuition + $4,000 stipend
- Additional benefits: Meaningful interaction with alumni and career

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 alumni career management & professional networks resources and events – liaison to alumni and W&M staff assisting with budgeting, event planning, and marketing.
• Research, plan and implement new initiatives for alumni engagement around career development and professional interests.
• Identify and recruit alumni as guest speakers for Breakfast & Business Cards, Webinars, and other professional events.
• Share in supervisory duties over student office assistant(s).
• Attend meetings with career services and alumni relations colleagues.
• Participate in divisional activities, including monthly Advancement meetings.
• Management of the W&M Switchboard – a W&M online platform designed for alumni to ask career questions and offer opportunities with fellow alumni.
• Compile quarterly engagement reports on career and professional initiatives.
• Other duties as assigned

Preferred Qualifications

• Ability to collaborate with others while exhibiting a high level of creative energy.
• Self-starter with volunteer management/marketing/event planning experience
• Prior experience with alumni engagement/advancement/development/career services
• An interest in career management and professional networking.
• Strong communication skills and attention to detail.

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
• Build valuable connections with W&M alumni in various industries around the world.

Direct Supervisor

Michael Steelman
Director, Alumni Career Management & Professional Networks
masteelman@wm.edu
202-823-2549
wmalumni.com/onenetwork

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