



# WILLIAM & MARY

CHARTERED 1693

## GA for Career, Affinity & Regional Engagement (CARE) Office of Alumni Engagement Division of University Advancement

### Position Overview

The Graduate Assistant for Career, Affinity & Regional Engagement (CARE), as a member of the Office of the Alumni Engagement, is primarily responsible for assisting the CARE team with the planning and implementation career & professional, affinity and regional events and volunteer 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
- Doctoral Level
- Full-time (20 hours/week)
- 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 including Homecoming & Reunion Weekend, Yule Log, Professionals Week and One Tribe One Day.

### **Job Responsibilities**

- Assist in managing engagement opportunities 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, affinity networks and regional engagement.
- Identify and recruit alumni as guest speakers for Breakfast & Business Cards, Conversations & Connections, webinars and other engagement opportunities.
- Share in supervisory duties over student office assistant(s).
- Attend meetings with career services, alumni relations, development and marketing colleagues.
- Participate in divisional activities, including quarterly Advancement meetings.
- Assist in development of Alumni Association volunteer management program and cycle, including assessing needs, recruitment, training, feedback and stewardship of volunteers.
- Compile quarterly engagement reports on career and professional, affinity and regional engagement 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 engagement/advancement.
- 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 in Advancement.
- 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**

Ashley Dustin M.Ed. '20  
Assistant Director, Regional Engagement - Strategic Initiatives  
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Interested applicants are welcome to contact the supervisor with any questions.