



# WILLIAM & MARY

CHARTERED 1693

OFFICE OF UNIVERSITY ADVANCEMENT

## **Internships & Applied Learning Coordinator**

### **Unit Mission Statement**

The Office of University Advancement creates the conditions for opportunity – human, financial, & experiential – by garnering and stewarding the resources that advance William & Mary.

The Office of Career Development & Professional Engagement empowers students and alumni to explore possibilities and navigate lifelong career development.

### **Position Summary**

The Coordinator, Internships & Applied Learning (Coordinator) is a key member of the Office of Career Development & Professional Engagement which is housed in the Office of University Advancement at William & Mary.

The Coordinator reports to the Director of Internships & Applied Learning and will help the Office of Career Development & Professional Engagement to administer its growing internship program and internship-related events. A priority of our office is supporting the Presidential priorities that every student will have an experiential learning opportunity during their time at the university. The Coordinator will work directly with students, internship providers, and colleagues within Advancement and across campus and is responsible for data tracking, analysis, reporting, and event management.

The successful Coordinator will be a proactive and collaborative member of this dynamic team and will help foster a culture of belonging that embraces all people and perspectives. This position is based in Williamsburg and is expected to work in the office on campus. Review and download the full position description for this job on the University Advancement recruitment website:  
<https://advancement.wm.edu/come-work-with-us/open-positions/index.php>.

### **Required Qualifications**

- Bachelor's degree or the equivalent combination of education, training and or experience.
- Excellent oral and written communication skills, with a strong customer service orientation and, computer and fiscal literacy.
- Basic knowledge of Microsoft Office, specifically Word , Excel, and Adobe.
- Strong organizational skills with the ability to manage multiple and competing priorities under deadlines.

## Preferred Qualifications

- A bachelor's degree
- Knowledge of or exposure to experiential learning, e.g., internships, externships, study abroad, community service, research, etc.
- Experience working in a higher education environment (Typically, 1-2 years).
- Experience on a careers services team that supports internships or applied learning programs in a college or university setting
- Skills related to online survey tools and website support.
- Experience using career services management tools, platforms, or applications, e.g., Symplicity, 12Twenty, College Central Network, etc.

## Job Duties

### Program Management, 70%

- Monitor internship engagement for students completing credit and non-credit experiences to accurately report activity.
- Work closely with the Internships & Applied Learning staff and the Director, Operations on all administrative aspects of the internship program.
- Contact internship supervisors at least once during the experience (internship or applied learning) to see how students are doing and again at the end of each funding period for a written evaluation.
- Prepare reports for the Director of Internships & Applied Learning, analyzing internship supervisor evaluations and flagging any areas that need attention.
- Communicate with funded students throughout their applied learning experience to manage assignments.
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- Coordinate signature events such as the Fall and Spring Internship & Applied Learning Showcases, Fall Internship & Applied Learning Expo, and Senior Signing Day.

Work closely with the Internships & Applied Learning staff to manage the applied learning fund.**Program Development & Administration, 30%**

- Assist the staff in the development and implementation of special events.
- Collaborate with units across the University to manage internships and applied learning to provide administrative support.
- Maintain and update internship and applied learning website for relevance and accuracy.
- Manage Symplicity's Experiential Learning platform for reporting and collecting internship and applied learning engagement.

## Equal Opportunity Statement

EEO is the Law. Applicants can learn more about William & Mary's status as an equal opportunity employer by viewing the "Know Your Rights" poster published by the U.S. Equal Employment Opportunity Commission. <https://www.eeoc.gov/know-your-rights-workplace-discrimination-illegal>

## Background Check Statement

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include

reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

### **Benefits Summary Statement**

William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program). Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. To learn more, go to: <https://www.wm.edu/offices/hr/currentemployees/benefits/index.php>



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In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee's total compensation package. Below is a comprehensive overview of benefits for the **Coordinator Internship & Applied Learning** with the top salary of **\$47,000, commensurate with experience**. This position is classified as operational which defines the benefits package.

## HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. As state employees, we have multiple health insurance plans to attend to our employees' health needs. The Commonwealth's Department of Human Resources Management (DHRM) administers all plans. For in-depth descriptions and cost of premiums for each plan, including optional buy-ups, visit [DHRM's Health Benefits website on plan choices](#). *New employees are required to make health coverage selections within 30 calendar days of hire date.*

**Optional Life Insurance** For benefits-eligible employees, a group life insurance policy is provided for you. The amount is equal to your annual salary rounded to the next highest thousand (when applicable), and then doubled. This is a double indemnity policy that would pay twice the value of the insurance in the event of an accidental death. .

**Long Term Care Insurance** The Virginia Retirement System (VRS) has contracted with Genworth Life Insurance Company to offer Long-Term Care Insurance to Commonwealth of Virginia employees. Coverage is participant-paid (directly billed to employees and not payroll deducted) for a monthly benefit allowance of covered long-term care expenses.

## TIME OFF

In addition to 12 paid holidays per year, you will accrue between 12 and 27 days per year of **annual leave**, which may be used however you wish, including vacations and other personal purposes, or to cover other kinds of leave for which you have zero balance.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, for services within their communities through school assistance or as a volunteer member of a community service organization, so you can get out there and be a part of the broader community.

## RETIREMENT

In addition to Social Security, contributions will be made for you to a Virginia Retirement System (VRS) plan. The VRS plan that you are eligible to participate in is based on your hire date.

### **VRS Hybrid Plan (for employees hired on or after January 1, 2014 with no prior state service)**

This is a combination of a defined (or fixed) benefit retirement plan and defined contribution (or 401k-like) plan. Members must have at least five years of service and have attained age 60 to retire early with reduced benefits. To receive full benefits, the member must be of social security age and have at least five years of service credit or when age and service credit equal at least 90. The benefits received under the defined benefit portion of the plan are determined by salary, length of service, age at retirement, and the retirement income option selected (e.g., survivorship, partial lump-sum optional payout). The benefits received under the defined contribution portion of the plan are determined by the contribution level and fund performance over time. More information about the [VRS Hybrid Plan](#) can be obtained at the VRS website.

## ADDITIONAL PERKS

In addition to the perk of living in Williamsburg, close to beautiful parks, nature trails, fabulous shopping, Second Sundays on Merchant's Square, farmer's markets and more, William & Mary employees enjoy these additional perks.

### EMPLOYEE EDUCATIONAL ASSISTANCE

The [Educational Assistance Policy](#), permits eligible faculty and staff who participate in the VRS or ORP retirement program to take advantage of educational opportunities. Participation in the program is by approval only. An eligible employee may be approved to enroll in an academic credit course of instruction at William & Mary and have the current tuition paid for or waived within the terms of the policy. An eligible employee may also be approved to enroll in an academic credit course of instruction at an institution other than William & Mary and have the current tuition reimbursed under the terms of the policy, provided the courses are not offered at William & Mary and are directly related to the employee's job.

### AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance and disability, etc. These are optional plans. For additional information please call 1-800-992-3522 or visit [AFLAC](#) on the web.

### DISCOUNTS

W&M ID Card Local Discounts: Employees can use their ID card at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases.

Colonial Williamsburg Collegiate Pass: W&M employees are eligible for a discounted Colonial Williamsburg Collegiate Pass, which includes the use of Colonial Williamsburg's bus system and admission into any of the exhibits in the restored area. Present your W&M ID at the Colonial Williamsburg Visitor's Center or ticket offices to get your discounted pass.

Statewide Discounts: [DHRM List](#) information is online.

### OTHER GREAT PERKS

Use of W&M Facilities: Many university facilities, including the [recreational facilities](#) and [the libraries](#), as well as [fitness classes](#), are available to employees. Contact specific facilities for details.

SunTrust Bank: SunTrust Bank provides benefits to William & Mary employees. For questions and assistance, please contact your local Jamestown Road SunTrust Branch (1186 Jamestown Road, Williamsburg, VA 23185) at 757-603-4749.

Child Care: [Williamsburg Campus Child Care](#) (WCCC) is a nonprofit organization which has had a successful program in Williamsburg since 1981.

CommonHealth: [CommonHealth](#) of Virginia offers programs available to all full-time William & Mary employees and dependents.

Legal Resources: [Legal Resources](#) is a program that allows employees to pay \$16.50 per month for legal services. Visit the website to learn more.