

WILLIAM & MARY

UNIVERSITY ADVANCEMENT

Events and Office Coordinator

Mission Statement

In University Advancement, we create the conditions for opportunity – human, financial, & experiential – by garnering and stewarding the resources that advance William & Mary.

At William & Mary, we convene great hearts and minds to meet the most pressing needs of our time. As such, the university aspires to attract and retain exceptional students, faculty and staff who keep W&M at the forefront of teaching, learning and research. University Marketing emphasizes three core areas – enrollment, advancement and reputation – to enhance William & Mary's standing as a top institution of higher learning in the U.S. and around the globe. Through its work to strengthen brand perception, student recruitment, alumni engagement and fundraising, University Marketing advances William & Mary's distinctive excellence, raises its profile worldwide and secures its financial foundation – creating meaningful connections and wide-ranging impact for all times coming.

Position Summary

The Events and Office Coordinator coordinates, supports, and executes a range of events planned by University Events and the Office of the President. This position provides logistical, administrative, and operational support across the full event lifecycle, working closely with internal and external stakeholders to ensure successful delivery of high-quality programs aligned with institutional priorities.

The Events and Office Coordinator is a key member of the Strategic Events team in University Marketing within the Office of University Advancement at William & Mary. University Marketing includes all William & Mary efforts to develop and execute marketing programs and campaigns that increase brand identity, perception and awareness across three core areas – enrollment, advancement and institutional reputation. William & Mary's ability to flourish and advance as a preeminent university depends largely on our ability to drive competitive application and enrollment metrics, ensure long-term financial sustainability and raise W&M's profile on a national and global scale.

The Events and Office Coordinator assists with the planning and execution of university event experiences designed to engage the William & Mary community, support faculty, staff, VIP guests and the Board of Visitors, and increase the national and global reputation of the institution. The Events & Office Coordinator assists the University Events Team in these efforts through event coordination and support, office management and general administrative support.

The successful Events and Office Coordinator will be a proactive member of University Marketing's talented and creative team, which includes responsibilities for marketing and branding, strategic events, strategic communications, and project management across three core areas: enrollment, advancement and institutional reputation. The Events and Office Coordinator will help foster a culture of belonging that provides opportunity for all people and perspectives. This position is based in Williamsburg and is expected to work in the office on campus, eligible to work remotely up to two days per week.

Learn more about University Advancement and view 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 from an accredited institution or equivalent combination of education and experience (this includes experience in an association, corporation, industry or military related environment).
- Excellent written and verbal communication skills with a strong customer service orientation and the ability to work effectively with internal and external constituencies, while exercising diplomacy and tact in all interactions. These skills include research, analytical, organizational, and time management skills.
- Strong technology skills.
- Demonstrated ability to build and maintain relationships with faculty, staff, students, parents, vendors, and team members is essential. The coordinator must be diplomatic, personable, and able to work effectively in a team environment.
- Comfortable leading and managing multiple responsibilities with a high degree of accuracy and minimal supervision with the ability to prioritize tasks and meet established deadlines.
- Experience in the components of event planning and logistics such as catering, A/V, parking, administrative tasks, work control, facilities coordination, etc.
- Experience working in an office environment in a customer service or administrative position, performing a variety of administrative support functions with knowledge of successful office practices and protocols and the ability to support a variety of routine and complex tasks (typically 1-2 years).
- Proficiency in a variety of software applications, particularly MS office (specifically Word and Excel), database management and web-based applications, with the ability to quickly adapt to and learn new software applications and prepare reports.
- Commitment to diversity, equity, and inclusiveness, including, but not limited to, collaboration, staffing and programming.
- Commitment to teamwork and accountability with the ability to work independently and exercise sound judgment, taking an appropriate level of initiative and the ability to work with flexibility and enthusiasm as priorities change.

Preferred Qualifications

- Experience in a higher education setting that involves interfacing with diverse constituencies, including students, faculty, staff, senior-level administrators, donors, Board members, and the broader public.
- Experience supporting multiple individuals or programs in a professional office setting with competing priorities in a collaborative manner,
- Experience using on-line event registration and logistics planning systems (Cvent, Social Tables) and/or a Customer Relationship Management (CRM) tool (typically 1-2 years).
- Experience with website design and management, managing social media accounts, and creating posters, flyers, and media for advertising events.
- Understanding of graphic design, web design, video editing, or other collateral production.

Conditions of Employment

- This position may be subject to working extra hours during high peak times, etc. as directed and approved by the supervisor. To include nights and weekends depending upon need.
- This position requires the ability to maintain confidentiality and appropriately handle sensitive information, particularly in dealings with a wide variety of populations (e.g., volunteers, faculty, staff, and students) of varying levels of education and skills in communication.

Duties

40% Event Coordination and Support

- Support the execution of various types of events, including meetings, receptions, dinners, social events, and high-level dignitary visits to campus.
- Coordinate with vendors, venues, speakers, sponsors, media, and other partners to ensure smooth and efficient event operations.
- Set up and track tasks in project management software. Coordinate with other offices to set and adhere to deadlines set forth for event production
- Engage with various constituent offices and departments throughout campus to provide pre-planning and onsite management of assigned events.
- Prepare and produce event-related materials including event briefings, name badges, place cards, menu cards and signage.
- Serve as a secondary onsite coordinator and point of contact for events; assist with event setup, implementation, and breakdown, and help resolve any issues or problems that may arise.
- Coordinate logistical details for visiting dignitaries or campus VIP guests.
- Foster positive relationships with internal stakeholders, external partners, sponsors, and vendors.

30% Office Operations

- Maintain event supplies and office inventory; ensure inventory is organized, relevant, and available, and anticipate needs by placing and expediting orders as needed.
- Process cost estimates, quotes and invoices; reconcile event budgets and maintain accurate financial records.

- Maintain accurate files and documentation related to events, communications and office operations.
- Coordinate with University Communications and campus partners to maintain and update the Commencement website as a major information resource, ensuring schedules, logistics, instructions and related details are accurate, timely and consistent.
- Maintain the departmental events calendar and contribute to the comprehensive Strategic Events calendar.
- Prepare post-event reports for Convocation, Charter Day, Commencement and other major events.

30% Administrative Coordination

- Serve as the main point of contact for University Events inquiries by email and phone, responding to students, parents, departments and other stakeholders; track requests and troubleshoot issues as needed.
- Maintain routine University Events departmental website content and support the development of related social media content.
- Attend and actively participate in meetings with the President's Office, Office of Advancement, University Marketing, Strategic Events, University Events, as well as professional development activities.
- Support internal coordination by preparing and distributing meeting materials, agendas, notes and follow-up items as needed.
- Provide general administrative support for University Events projects, meetings and communications.
- Perform other duties as assigned.

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.

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In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee's total compensation package. The Events & Office Coordinator has a top starting salary of \$45,000. 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. Depending on the benefits plan you select, you may also be eligible for Sick Leave (64 hours) and Family & Personal Leave (32 hours) each year. Sick leave is for sickness or injury. Family & Personal leave can be used for any reason, such as vacation, sickness, family commitments. [Visit W&M Leave page for additional details.](#)

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.

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.