



# WILLIAM & MARY

CHARTERED 1693

OFFICE OF UNIVERSITY ADVANCEMENT

## Administrative Coordinator, Campus Initiatives

### Unit Mission Statement

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

### Position Summary

The Administrative Coordinator for Campus Initiatives is an integral member of the Campus Initiatives team in University Development in the Office of University Advancement at William & Mary. This role supports our efforts in securing private support university-wide by enhancing the efforts of frontline fundraisers. Reporting to the Executive Advancement Coordinator, the Administrative Coordinator provides direct administrative support to members of the Campus Initiatives teams and assists with the day-to-day operations of this growing, high-functioning unit. This includes budget tracking, meeting organization and logistics, gift reporting and acknowledgement processes, travel planning and liaising with IT, Procurement, and other university departments and coordinating tasks with other administrative professionals in Advancement and across campus.

The Administrative Coordinator for Campus Initiatives will help foster a culture of belonging that provides opportunity for all people and perspectives. This is a hybrid position based in Williamsburg, Virginia, that offers a flexible work environment. Review and download the detailed position description on the University Advancement recruitment website:

<https://advancement.wm.edu/come-work-with-us/open-positions/index.php>

### Required Qualifications

- Highschool diploma or equivalent.
- Experience working in an administrative support role (typically more than one year) in a fast-paced office.
- Commitment to excellence and accountability, with the ability to multi-task, work independently and collaboratively while exercising sound judgment. Experience handling sensitive and confidential information with discretion.
- Outstanding interpersonal, verbal and written communication skills, with the proven ability to work collaboratively with a diverse audience.
- Excellent problem-solving skills, taking an appropriate level of initiative to interpret, apply and explain policies and procedures, think strategically and exercise sound judgment to make logical, defensible decisions.
- Strong organizational skills and project management expertise with the ability to guide multiple and competing tasks concurrently while maintaining strategic, big-picture thinking.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook) with moderate proficiency in PowerPoint, Acrobat Pro and/or similar programs and the ability to learn development and design-related software.

## **Preferred Qualifications**

- Experience working in a fast past, goal-oriented department supporting competing priorities in support of organization leadership or a department head (typically 3+ years).
- Demonstrated proficiency in proofreading and editing complex documents with careful attention to detail.
- Strong analytical, computational and quantitative skills, with the ability to extract and analyze data and produce reports in a variety of formats.
- Experience in event or meeting coordination/planning.
- Experience in managing or coordinating travel logistics.
- Budget experience processing invoices, reimbursements, and/or reconciliations.
- Working knowledge of Commonwealth of VA State and University policies and procedures.

## **Conditions of Employment**

- This is a non-exempt position, eligible to receive overtime pay in accordance with the Fair Labor Standards Act.
- This position may require additional hours beyond the typical work week in support of university events.

## **Job Duties**

### Administrative Support for Campus Initiatives Team, 100%

- Provide administrative support, including calendar management, meeting and event logistics, correspondence preparation and database report generation for members of the Campus Initiatives team.
- Make domestic and international travel arrangements and process reimbursements with focus on cost savings and adherence to state guidelines. Organize and send trip materials/handouts.
- In collaboration with Executive Advancement Coordinator, manage budget responsibilities, process invoices, requisitions and travel reimbursements.
- Generate regular reports as requested.
- Respond to general inquiries from donors, volunteers and staff.
- Supports other University Advancement units upon request.

## **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. Below is a comprehensive overview of benefits for the **Administrative Coordinator, Campus Initiatives** with the top salary of **\$45,000, 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.