



Assistant Director, Creative Careers

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 professional possibilities and navigate lifelong career development.

Position Summary

The Assistant Director of Creative Careers (Assistant Director) is an important member of the Office of Career Development & Professional Engagement team in the Office of University Advancement at William & Mary. The Assistant Director will serve as a point of contact for students focused on creative careers.

The Assistant Director reports to the Director, Creative Careers and provides individualized career coaching to students. The Assistant Director is responsible for working individually with students on choosing a career path, interview preparation, conducting a job/internship/graduate school search, preparing resumes/cover letters, preparing graduate school applications, and conducting career assessments.

There exists a strong collaboration between the Office of Career Development & Professional Engagement and other departments, schools and units across campus. This position, in collaboration with the Director, Creative Careers & other career advising staff, provides an opportunity to work with students across the curriculum.

One of the university's core values is belonging, and the Assistant Director will help foster a community that embraces diverse people and perspectives. This position is based in Williamsburg and is expected to work in the office on campus.

Review the full position description with all job duties under the “Featured Job Opportunities” on the University Advancement recruitment website: <https://advancement.wm.edu/come-work-with-us/open-positions/index.php>.

Required Qualifications

- Advanced degree in Higher Education, Student Personnel, Counseling or higher education related field.
- Several years of professional experience on a careers team in a college or university setting (typically, 1-3 years' experience).

- Strong oral, written, and interpersonal communication skills and a proven ability to establish rapport with students, faculty, alumni, employers and staff colleagues.
- Demonstrated public relations/marketing abilities.
- Strong computer skills including familiarity with career development platforms and software packages.
- Experience with project and event management (typically, 2+ years).
- Experience in supporting students across all schools and curricula to explore career opportunities (typically, 1-3 years).

Preferred Qualifications

- Master's degree in Student Personnel, Higher Education, or a related field.
- Experience leading career-related programming and professional development.
- Previous experience working in a centralized career services model
- Experience with career services management platforms and tools, e.g., Symplicity, 12Twenty, Purple Briefcase, etc.
- Knowledge of all creative career areas - such as marketing, media, communication, entertainment, publishing, arts/arts administration, museums, etc. - and the associated student development life cycle.

Conditions of Employment

- This position is subject to additional hours beyond the typical workday, to include evenings and weekends.
- This position may require overnight travel.

Job Duties

Career Advising, 55%:

- Advise students interested in pursuing creative careers on career decision making, career exploration, resume writing, interviewing, networking, and other career related skills.
- Collaborate with staff members on major departmental programming including Career Fairs, events, and discipline specific programs designed to educate students about career communities.
- Conduct individual student appointments related to all career development topic needs as a generalist.
- Contribute to general advising resources for all students including workshop content, website content, handouts, videos, etc.
- Produce career content and maintain content on the website and digital platforms designed to support career development for students interested in creative careers
- Perform other duties as assigned.

Program Development & Implementation, 45%:

- Work with director to implement ongoing programs to educate students and constituents on industry trends and recruiting opportunities, within creative careers.
- Help plan and coordinate immersive Creative Careers signature events such as treks that allow students to learn about creative industries and engage with alumni and professionals.
- Cultivate and engage creative careers alumni in programs that provide connections to current students including meet ups, career panels, series, workshops, or similar programs.
- Assist with newsletter creation for creative careers community to share resources and regularly communicate with students.
- Assist with content creation, presentation, and development of general resources and programs along with other advising staff.

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>



WILLIAM & MARY

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OFFICE OF UNIVERSITY ADVANCEMENT

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 **Assistant Director of Creative Careers** with the top salary of **\$50,000**. This position is classified as professional which defines the benefits package.

HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. You may enroll in a statewide health plan, regional plan, or, if living or working in the Hampton Roads area only, a health maintenance organization (HMO). Full-time employees pay the employee portion of the total monthly premium, and the state pays the remainder of the cost, anywhere from \$584 to \$1,802 per month depending on the employee's plan; premiums are deducted from paychecks before taxes are paid.

Group life insurance policy is also 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.

Employees are covered by one of two disability plans: University Sick & Disability Plan (university plan) or Virginia Sickness and Disability Program (VSDP).

University Sick & Disability Plan provides 100% pay for 120 calendar days for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. Each July, 30 days of short-term disability are restored. A long-term disability plan is available for an additional cost.

The Virginia Sickness and Disability Program (VSDP) provides 60% pay up to six months for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. This percentage increases after five years of service. A **long-term disability** plan is also available at no cost to you. This provides you with 60% preinjury salary.

TIME OFF

In addition to 12 paid holidays per year, William & Mary offers several leave programs. You will accrue 24 days per year of **annual leave**, which can be used for personal time, vacation, and sickness. Employees also accrue 4 - 8 days of **sick leave** to be used if you are sick or injured, or for medical appointments.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, so you can get out there and be a part of the broader community.

RETIREMENT

All salaried and benefits-eligible employees can choose to participate in the state retirement plan (VRS) or the Optional Retirement Plan (ORP). VRS contains both a pension benefit with 100% vesting after 5 years of employment and a defined contribution component with William & Mary contributing up to

3.5%. With ORP, vesting is immediate and is solely a defined contribution plan in which William and Mary is contributing 8.5% of your salary.

Take advantage of any or all our optional 403(b) and 457 savings programs offering pre-tax savings or Roth after-tax deferrals. Contribute up to the IRS-determined limit annually in each account and receive a 50% match from William & Mary for up to \$20 per pay period.

ADDITIONAL PERKS

EMPLOYEE EDUCATIONAL ASSISTANCE

Under the [Educational Assistance Policy](#), faculty and staff who are eligible for retirement participation may be eligible to enroll in certain academic credit courses at William & Mary and have the current tuition paid or waived for up to 6 credit hours each semester and during summer session (all summer sessions combined). Some restrictions do apply. In certain cases, an employee may be approved to enroll in an academic course at an institution other than William & Mary and have the current tuition reimbursed. If you have questions after reading the policy, please contact the Tax Compliance Office at Tax@wm.edu.

AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance, disability insurance, etc. These are optional plans. More information about AFLAC can be found on the [AFLAC](#) website.

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

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.