



## Assistant Director of Employer Development & Engagement

### 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 Employer Development is an important member of the Office of Career Development & Professional Engagement team, which is housed in the Office of University Advancement at William & Mary.

The Assistant Director of Employer Development (Assistant Director) reports to the Director of Employer Development & Engagement and contributes to the overall strategic direction of the Employer Development & Engagement team by developing and supporting the team's engagement and recruiting strategy, developing relationships with key employer, family, and alumni stakeholders, and ensuring the seamless integration of hiring stakeholder into various programs and events.

The Assistant Director 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 person in the office on campus.

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

### Required Qualifications

- Bachelor's Degree or comparable education and experience.
- General knowledge of the services, programs, and resources of a full-service career services office.
- Knowledge of the on-campus recruitment process.
- Experience with project and event management (typically, 2+ years).
- Ability to handle multiple tasks.
- Effective oral, written, and interpersonal communication skills and a proven ability to establish rapport with students, faculty, alumni, and staff colleagues.

- Technological proficiency and a willingness to embrace new technologies including managing databases and familiarity with career development platforms and software packages.
- Effective organizational and management skills.
- Experience with Microsoft Office Suite (Excel, Outlook, PowerPoint, Word);
- Working knowledge of career services databases
- Demonstration of a technical aptitude to learn new technologies (i.e., Symplicity software, Cascade Web tools).

### **Preferred Skills**

- Master's degree in Student Personnel, Higher Education, or a related field.
- One to three years of experience in a career services office or role related in employer development & engagement.
- Prior experience working in higher education.
- Experience using career services management platforms or applications, e.g., Symplicity, 12Twenty, College Central Network, etc., (typically 1-2 years).

### **Position Duties**

#### **National Employer Development & Outreach, 50%**

- Maintain knowledge of employment trends and career opportunities in industries, including labor market trends
- Identify and create strategic employer development and recruiting plans, reviewing state, regional, national, and international data in concert with current student data to identify employer and industry targets to strengthen and deepen recruiting relationships for full-time jobs and internships.
- Maintain accurate records for employer engagement and student outcomes related to recruiting partnerships and support the efforts to report on established metrics.
- Support the efforts to connect students with industry partners including employers, graduate schools, alumni, parents, and friends of the university with selected career industries(e.g., Business, Creative, Public Service, etc.).
- Collaborate with campus partners who work closely with employers, building relationships and establishing pipelines of opportunity.
- Ensures creation and maintenance of targets “must get” list of key employer to engage W&M students.
- Responsible for developing effective and productive relationships with targeted “must get” employers.

**Program Management, 40%**

- Assist in planning and coordinating employer events such as Career Fairs, Expos, Showcases, Trips and Treks.
- Works collaboratively with the Office of Career Development & Professional Engagement team to source various organizations, parents and employers for various speakers, panels, and workshops.
- Assist with the management and oversight of the Employer Advisory Board housed within the Office of Career Development & Professional Engagement.
- Assists in the oversight of the Employer Sponsor Program.
- Assists with the Employer Partner Program.

**Assessment, 10%**

- Assist with the assessment of activities and outcomes for employer facing events
- Assist with developing mid-year and end-of-year reports, highlighting employer activity, programming activity, and progress on annual goals.
- Participate in other assessment activities as requested by the Center and the Division.

**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

CHARTERED 1693

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 Employer Development & Engagement** 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](mailto: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.