



WILLIAM & MARY

CHARTERED 1693

OFFICE OF UNIVERSITY ADVANCEMENT

Career Coach for Health Careers

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 Career Coach for Health Careers (Career Coach) for Internships & Applied Learning 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 Career Coach for Health Careers reports to the Director of STEM Careers and is responsible for career advising and programming. The Career Coach provides career coaching services and career development educational programs to students one-on-one and in groups, in person and virtually, with an emphasis on students who have identified their interest in pursuing careers in the field of health and healthcare.

The Career Coach 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. Please 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

- Master's degree in Student Personnel, Higher Education, or a related field.
- Commitment to diversity, equity, and inclusiveness, including, but not limited to, collaboration, staffing and programming.
- Minimum of one to two years of Master's level internship, practicum or graduate assistantship experience in career advising on a careers team in a college or university setting.
- Proficient with PowerPoint, Outlook, Word and Excel.
- Demonstrated knowledge/experience in the job field including; career development best practices for health careers or prior work in a career center.
- A desire to work in higher education in career development and make an impact on a student's career development is a critical component of the position.
- An understanding of career development theory and practice are crucial in the coaching support for students.

Preferred Qualifications

- Experience using careers services management platforms or applications, e.g., Symplicity, 12Twenty, College Central Network, etc. (typically 1-2 years).
- Software knowledge (Symplicity, Google Drive, Excel, Canva).
- Prior experience or knowledge of career industries related to health careers.
- Prior work creating, collaborating and delivering programming to students. Strong time management and prioritization skills and the ability to maintain multiple projects concurrently.

Position Duties

Career Advising, 80%

- Assist students in identifying, developing and articulating the high demand NACE career competencies needed to prepare for major and self-exploration, internships, applied learning and the job search process as a generalist as specifically for health careers.
- Assist students with professional documents including resume and cover letters, as well as professional identity branding including LinkedIn and TribeCareers profiles.
- Coach students on interviewing skills, networking opportunities, and salary negotiation skills, as well as graduate school opportunities and world of workplace professionalism opportunities.
- Remain up to date on industry trends and career readiness needs for students.
- Develop and conduct presentations on a variety of career development related topics.
- Collaborate closely with staff, faculty, employers, and student clubs/organizations for programing and events.
- Assist and support all Career Development & Professional Engagement events including campus recruitment and large-scale programs (Career Fairs, Orientation, Homecoming, etc.).
- Assist with the growth and maintenance of the career centers print, social media and website resources and promotional materials throughout the year.
- Collaborate with the team to collect and report on analytics, annual reports, and the next destination outcomes data survey for stakeholders.

Student Programs, 20%

- Support the Office of Career Development & Engagement in the delivery and execution of workshops and crash courses.
- Work collaboratively with the team to support trips and treks as required.
- Assist in the development of programs and workshops around health careers.

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 **Career Coach, Health Careers** with the top salary of **\$45,000**. 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.