



WILLIAM & MARY

CHARTERED 1693

OFFICE OF UNIVERSITY ADVANCEMENT

Executive Assistant to the Chief Career Officer/AVP for Advancement

Mission Statement

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 Executive Assistant to the Chief Career Officer (CCO)/Associate Vice President (AVP) for Advancement is a key member of the Office of Career Development & Professional Engagement team.

Reporting to the Chief Career Officer/Associate Vice President for Advancement, the Executive Assistant's primary duty is to independently provide executive-level support to the CCO/AVP, managing the administrative affairs of with primary emphasis on complex scheduling, preparing briefing materials and agendas, and arranging travel and logistics. The Executive Assistant will also be responsible for a range of duties filing/organizing records, writing and editing correspondence, agendas, reports, and presentation materials that require confidentiality, discretion, sound judgment, writing ability, and decision-making skills.

The Executive Assistant to the CCO/AVP will have, excellent customer service skills, an interest in lifelong learning, as well as an ability to set and exceed goals. The Executive Assistant will be a proactive and collaborative member of this dynamic team and a champion for diversity and inclusion as William & Mary builds on its success and continues planning for its next campaign and Vision 2026. One of the university's core values is belonging, and the Executive Assistant 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.

Please review and download the full position description for this job 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

- Bachelor's degree or an equivalent combination of education, training, and/or experience.
- Knowledge of successful office practices and protocols with the ability to support such office programs (typically 1-3 years).
- Experience with senior-level administrative support of an agency or department head, or comparable position (typically 2-4 years).
- Proficiency in proofreading and editing complex documents with careful attention to detail and accuracy.
- Highly proactive in identifying and fulfilling needs in scheduling and information preparation.
- Strong planning skills, and experience with event and travel coordination.
- High degree of computer proficiency in a variety of software applications to include MS Office (specifically, PowerPoint, Access, Outlook, Word, and Excel) and working knowledge of web-based applications and databases.
- Familiarity with document formatting and design.
- Excellent oral and written 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.
- Experience with fiscal support administration (processing invoices, reimbursements, reconciliations).

Preferred Qualifications

- Familiarity with Customer Relationship Management software (CRMs).
- Knowledge of Workday or similar systems.
- Working knowledge of Commonwealth of VA State and university policies and procedures.
- Strong analytical, computational, and quantitative skills, with the ability to extract and analyze data, produce reports in a variety of formats.
- Experience with Adobe Acrobat and/or similar programs
- Experience in higher education and/or non-profit fundraising.

Conditions of Employment

- This is a non-exempt position, eligible to receive overtime in accordance with the Fair Labor Standards Act.
- This position may be subject to overtime during high peak times, etc. as directed and approved by the supervisor.

Position Duties

Administrative Support for the CCO/AVP, 35%

Proactively manage the day-to-day administrative affairs of the CCO/AVP, and provide administrative support to the CCO/AVP, with primary emphasis on scheduling, prepping

the CCO/AVP for meetings, coordinating meeting agendas, facilitating office-wide meeting planning, filing/organizing records, and arranging travel and special events.

- Travel: perform all travel arrangements for the CCO/AVP, coordinate CCO/AVP travel including transportation and accommodation arrangements, travel materials, processing required forms, and reimbursements.
- Research and meeting prep: conduct research and gather all necessary information for the CCO/AVP prior to meetings and events.
- Scheduling: schedule meetings, appointments and engagements on behalf of the CCO/AVP, including reserving meeting space and other logistics. Manage the CCO/AVP calendar, including conducting research and gathering all necessary information prior to meetings and events and preparing briefing materials/agenda for the CCO/AVP. Work directly with staff across campus to schedule meetings and obtain and/or disseminate information. Determine the need for and arrange meetings and agendas for various internal and external constituents.
- Meeting, conference, retreat, workshop, and event management: coordinate the participation of others for all aspects of individual and group meetings, retreats and workshops, internal and external. Arrange and coordinate all details for meetings, conferences, and special events, including preparing and assisting with agendas and handouts. Attend meetings as needed and record meeting minutes, sharing the appropriate information with attendees. Conduct any follow-up that may be required on behalf of the CCO/AVP.

Office Operations Management, 35%

- Coordinate with administrative coordinators and offices to ensure office support and coverage is available in the absences of others.
- Promote positive interactions with university senior administrators and staff as well as external offices while providing excellent service in a prompt, professional, and efficient manner. Provide support for department recruitment and hiring, manage correspondence with applicants, schedule interviews, and arrange candidate travel and lodging as needed, all with confidentiality and discretion while following all office hiring procedures.
- Compile and maintain electronic data and report files.

Administrative Responsibilities, 30%

- Policy: interpret office policies and procedures with authority to use discretion and act in the CCO/AVP's absence.
- Communications: review, prioritize, and determine actions for all incoming correspondence. Research and draft responses. Research, prioritize, and follow up on incoming issues and concerns addressed to the CMO/AVP. Determine the appropriate course of action, referral, or response.
- Respond to inquiries from other campus offices by retrieving and disseminating information from various sources

- Research: provide research assistance on a wide variety of projects. Prepare/compose complex documents of a highly confidential nature.
- Reports and presentations: prepare reports and presentation materials, utilizing all available resources, promptly and with attention to detail and accuracy.
- Records: maintain all office records related to the CCO/AVP's work, schedule, travel, communications, etc.

Equal Opportunity Statement

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

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/uhr/benefits/index.php?type=none>



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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 **Executive Assistant to the Chief Career Officer/AVP for Advancement** with the top salary of **\$51,250, 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.