



**WILLIAM & MARY**

CHARTERED 1693

## **Assistant Director of Career Readiness Pathways**

### **Mission Statement**

Through our efforts to build a robust and inclusive culture of engagement and philanthropy, University Advancement strengthens connections between William & Mary and our vibrant community to ensure that the university and its people thrive for all time coming. By fostering lifelong relationships and creating meaningful opportunities, the team enriches the quality of the William & Mary experience and propels the university forward to address the most pressing needs of our time.

The Office of Career Development & Professional Engagement are partners in the educational process, empowering students and alumni to explore possibilities and navigate lifelong career development.

### **Position Summary**

The Assistant Director of Career Readiness Pathways 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 Career Readiness Pathways reports to the Director of Career Readiness Pathways and is responsible for career advising & programming as well as program development & delivery with a focus on the NACE Career Readiness Competencies and student career exploration. As a primary contact for students, the Assistant Director provides career coaching and interview preparation, working individually with students on choosing a career path, conducting job/internship/graduate school searches, and preparing resumes/cover letters/graduate school applications, , and conducting career assessments. The Assistant Director also works with the Director to manage and promote career readiness programming and events to help students identify and articulate their career readiness.

The Assistant Director 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. Prime campus partners include the Office of Student Transition & Engagement Programs and the Office of Undergraduate Academic Affairs, assisting with new student orientation programs and exploration initiatives.

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.

Please 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**

- Master’s degree in Higher Education, Student Personnel, Counseling, or a higher education-related field.
- Commitment to diversity, equity, and inclusiveness, including, but not limited to, collaboration, staffing and programming.
- Knowledge of student development and career development theory and practice.
- Several years’ of professional experience on a careers team in a college or university setting (typically 1-3 years experience).
- Experience with project and event management (typically, 2+ years).
- Strong oral, written, and interpersonal communication skills and a proven ability to establish rapport with students, faculty, alumni, and staff colleagues.
- Effective organizational and management skills.
- Demonstrated public relations/marketing abilities.
- Strong computer skills, including managing databases and familiarity with career development platforms and software packages.
- Ability to apply student development theory and learning outcomes assessment to program development.
- Strong career advising skills and knowledge of career competencies

### **Preferred Qualifications**

- Experience using career services management platforms or applications, e.g., Sympllicity, 12Twenty, College Central Network, etc., TribeCareers, Focus 2, SkillSurvey, Blackboard (typically 1-2 years).
- Experience in supporting students across all schools and curricula to explore career opportunities (typically, 1-2 years).
- Knowledge and/or use of the NACE Career Readiness Competencies.

### **Conditions of Employment**

- Occasional or weekend programs may be required.

### **Position Duties**

#### **Career Advising & Programming, 50%**

- Advise students on career decision-making, career exploration, resume writing, interviewing, networking, and other career-related skills.
- Conduct individual student appointments related to all career development topic needs.
- Maintain knowledge of employment trends and career opportunities in industries, including labor market trends, career competencies, and career readiness.
- Demonstrate a general understanding of all career areas and the associated student development life cycle.

#### **Program Development & Delivery, 40%**

- Support the National Career Readiness Project and lead M.A.C.E. (My Active Career Exploration.)
- In collaboration with the Director, create an annual career readiness and life skills education calendar that incorporates existing and related cross-campus programs.
- Work with colleagues in Academic Advising, Student Transition and Engagement Programs, Athletics, and others to support career readiness and professional development initiatives. Promote programs and resources to students and families during university-wide programming.
- Collaborate with campus partners to infuse career readiness into Orientation, Parent & Family Weekend, and other programming.
- Collaborate with the Office of Career Development & Professional Engagement staff, fellow assistant directors, on major departmental programming, including career fairs and discipline-specific programs designed to educate students.
- Work collaboratively with the Director to support Professional Development Week
- Assist with producing career content for media such as flyers, infographics, posters, departmental social media, and the Center's website, as well as the Jump Start Newsletter.
- Develop and present workshops, classroom presentations, and information sessions to promote options and foster the development of career-related skills and experience for students.

#### **Student Supervision, 5%**

- Supervise and direct the activities of Student Career Advisors.
- Oversee the hiring and training of student personnel.
- Assign student staff to daily tasks including staffing Quick Advising and request for career development presentations.

#### **Assessment, 5%**

- Assist with the assessment of activities and outcomes for career readiness.
- Assist with developing mid-year and end-of-year reports, highlighting advising 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>



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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 Career Readiness Pathways with the salary range of \$45,000 – \$50,000 commensurate with experience.** 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, or you may contact Brad Klavan at [Bradford\\_Klavan@us.aflac.com](mailto:Bradford_Klavan@us.aflac.com), or 757-652-0912.

### 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.