



## **Assistant Director of Graduate Student Career Advising**

### **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 Graduate Student Career Advising 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 Graduate Student Career Advising (Assistant Director) reports to the Director of Career Access and Engagement and is responsible for career advising and assessment as well as program development and implementation. As an essential point of contact, the Assistant Director provides students with career coaching and interview preparation, working individually with students on choosing a career path, conducting job/internship, and preparing resumes/cover letters. The Assistant Director also conducts student career assessments and works with partners across campus to support student success.

The Assistant Director will 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**

- Master’s degree in Higher Education, Student Personnel, Counseling, or a related field.
- 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).
- Excellent oral and written communication skills, with a strong customer service orientation and the ability to work effectively with internal and external constituencies.

- Strong organizational skills with the ability to manage multiple and competing priorities under deadlines with accuracy in all aspects of work.
- Demonstrated public relations/marketing abilities.
- Strong computer skills, including managing databases and familiarity with career development platforms and software packages.
- Strong career advising skills for graduate students.
- Experience with project and event management (typically, 2+ years).
- A general understanding of graduate student career area choices and the associated path for student development life cycle.

### **Preferred Skills**

- Experience using career services management platforms or applications, e.g., Symplicity, 12Twenty, College Central Network, etc., (typically 1-2 years).
- Experience in supporting students across all schools and curricula to explore business career opportunities (typically 1-2 years).

### **Position Duties**

#### **Career Advising & Assessment, 55%**

- Serve as a specialist in career coaching for students pursuing careers beyond a graduate degree.
- Maintain knowledge of employment trends and career opportunities in diverse industries.
- Advise graduate students across campus 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.
- Conduct student career exploration and decision-making assessments using accepted industry tools (e.g., Strong Interest Inventory, Focus2, TypeFocus, Myers-Briggs Type Indicator).

#### **Program Development & Implementation, 45%**

- Collaborate with the Office of Career Development & Professional Engagement staff, fellow assistant directors on major departmental programming. Programming may include discipline-specific programs designed to educate graduate students.
- Implement ongoing programs, such as Meet Ups, virtual sessions, case interview preparation, and alumni panels to educate students and colleagues on industry trends, recruiting opportunities, and employment/internship programs.
- Develop and present workshops, classroom presentations, and information sessions to promote options and foster the development of career-related skills and experience for graduate students.

### **Conditions of Employment**

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

- Flexibility and ability to travel as needed.

### **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>



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 Graduate Student Advising** position, with the salary of **up to \$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.

### 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>