



# WILLIAM & MARY

CHARTERED 1693

## GA for Volunteer Management, Alumni Success Team Office of Alumni Engagement Division of University Advancement

### Position Overview

The Graduate Assistant for Volunteer Management, as a member of the Office of the Alumni Engagement, is primarily responsible for assisting the Alumni Success team with the planning, implementation and ongoing support of a Volunteer Management system for W&M University Advancement alumni volunteers.

### Department Mission

Our mission is to strengthen the lifelong ties our alumni have to their alma mater and one another.

### Position Type

- Masters Level
- Doctoral Level
- Full-time (20 hours/week)
- Part-time (10 hours/week)

### Compensation / Benefits

- This assistantship qualifies a full-time student for the in-state tuition waiver
- For students enrolled in the Higher Education program:
  - Tuition subsidy (student pays \$2,500/year in tuition)
  - \$15,000 stipend (for mid-August to mid-May contract)
  - \$500 loaded onto student account to for parking pass, meals, or other student expense

### Position Elements

Mostly 9 a.m. - 5 p.m. work	Occasional night/evening work
Frequent night/evening work	Weekend work: Rarely
Hires student workers	Supervises/evaluates student workers
Frequent student interaction	Leads training sessions for students
Advises individual students	Advises student organizations
Budget management	Event/program management
Individual work space	Shared work space
Independent work	Collaborative/group work
Conference/workshop funding available	May take internship at same time as GA
Opportunity for committee work	Opportunity for summer employment

Additional elements:

- Office hours are flexible.
- Night/evening and weekend work required periodically during specific times of the year including Homecoming & Reunion Weekend, Yule Log, Professionals Week and One Tribe One Day.

### **Job Responsibilities**

- Assist in development of Alumni Association volunteer management program and cycle, including assessing needs, recruitment, training, feedback and stewardship of volunteers.
- Research, plan and implement new volunteer management initiatives and best practices for alumni volunteers.
- Assist with metrics and tracking to submit for the CASE Alumni Engagement Metrics.
- Assist in planning and implementing a Volunteer Leadership Summit weekend of programming for alumni volunteers.
- Attend meetings with career services, alumni relations, development and marketing colleagues and partner accordingly.
- Participate in divisional activities, including quarterly Advancement meetings.
- Compile quarterly engagement reports on career and professional, affinity, inclusion and regional engagement volunteer initiatives.
- Other duties as assigned.

### **Preferred Qualifications**

- Ability to collaborate with others while exhibiting a high level of creative energy.
- Self-starter with volunteer management/marketing/event planning experience.
- Prior experience with alumni engagement/advancement/development/career services.
- An interest in volunteer management/engagement/advancement.
- Strong communication skills and attention to detail.

### **Learning Outcomes**

- Gain understanding of the mission of the Alumni Association as a division of University Advancement, and the importance of alumni engagement in Advancement.
- Further develop skillsets that promote volunteer management, alumni engagement, personal/professional task management, and program/event/initiative coordination.
- Develop self-awareness and connection of personal values to profession goals.
- Build valuable connections with W&M alumni in various industries around the world.

### **Direct Supervisor**

Ashley Dustin Bronsky M.Ed. '20  
Associate Director, Regional Engagement & Volunteer Management  
[ashley.bronsky@wm.edu](mailto:ashley.bronsky@wm.edu)  
(757) 221-1171

Interested applicants are welcome to contact the supervisor with any questions.