



Raymond A. Mason
School of Business
WILLIAM & MARY

Associate Director, Graduate Career Advising and Education

Mission Statement

The mission of the Raymond A. Mason School of Business at William & Mary is to serve the Commonwealth, the nation, and the global community both by offering high-quality educational programs at the undergraduate, graduate, and professional levels and by creating and communicating new knowledge.

Position Summary

The Associate Director, Graduate Career Advising and Education serves as a student facing point of contact for Mason School of Business Graduate students and alumni. Our programs include all Master of Business Administration MBA (FT, FLEX, EMBA, OMBA), Master of Accounting (MAcc), and Master of Science in Business Analytics (MSBA, and OMSBA) students and alumni. The person in this role provides high-touch career counseling services, and directly contributes to the overall professional development of and successful career outcomes for graduate business students. The Associate Director leads and collaborates on efforts including: the development and presentation of career related workshops, the utilization of career focused technology tools, the development of individualized job search strategies, and more.

The Raymond A. Mason School of Business at William & Mary values Diversity and strongly supports Equity and Inclusion as part of our core values. Because of that belief it is the duty of all employees of the Mason School to ensure they promote DE&I efforts through their work as part of their primary responsibilities. This includes, but is not limited to, making efforts to share opportunities with all populations, being respectful in interactions with all people, and holding others to the standards set forth by the Mason School of Business. Diversity, Equity, & Inclusion is the responsibility of the whole community, and we strive to create a place of shared harmony and belonging for all.

Required Qualifications

- Masters degree in business, higher education, or a related field, or a Bachelor's degree and significant experience in recruiting, or comparable education/experience.
- Substantial experience in business industries, and/or professional development and graduate level or business career counseling.
- Experience serving the career needs of a diverse student population.
- Experience with on-the-spot service delivery to meet student needs.
- Demonstrates a thorough knowledge of the current trends in job search career strategies, preparation, tools and technology.
- Experience with project management, strong organizational work skills and experience defining tasks & prioritizing assignments.
- Demonstrates excellent communication and presentation skills, with a student-centered philosophy.



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Preferred Qualifications

- Exhibits strong leadership, industry and business knowledge
- Skilled in developing and executing programs
- Case Interview knowledge and practical training

Conditions of Employment

- Ability to work flexible hours with occasional travel.
- Ability to work additional hours during special events and projects.
- Hours outside of normal duty hours and weekend work as required by the demands of the position.

Salary: \$65,000 to \$75,000 commensurate with experience and equity

Job Duties

80% - Mason School of Business graduate student career and professional management

- Stays current with Business Graduate job and career preparation trends, best practices, global initiatives, skills required, hiring patterns, industry initiatives and other relevant content to foster and enable Mason Graduate Student success.
- Works collaboratively with the Director of Career Advising to plan, implement and articulate an individual career management plan, job search and professional development strategy for Mason Graduate students, offering individual counseling sessions and high level strategic input – Relies on learned expertise to cover all career preparation and professional development areas, including resume preparation, interviewing skills, and networking strategies.
- Works with Mason Graduate students to research and analyze relevant information to prepare for effective job searches.
- Reviews student correspondence to ensure appropriate targeted communication outcomes.
- Conducts mock interviews with Mason Business Graduate students to review, assess, and help students refine interview skills.
- Encourage and help students navigate salary and benefit negotiations.
- Work to enhance Mason Graduate Student readiness, and to optimally prepare students based on initiative requirements.
- Works collaboratively with the Director and other GCMC staff to plan and implement Mason initiatives such as the Graduate Career Symposium, Tech Day, Mock Interviews, recruiting days in selected cities, Corporate Partner events, and other events as requested by the Director or Associate Dean – Participate in Career Labs, and both drop-in and scheduled appointments.
- Implement and present and/or moderate workshops/courses as requested.
- Maintain high level of value-added service to Mason Graduate Students.
- Other duties as assigned.



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10%

- Works collaboratively with GCMC colleagues as well as Executive Partners to execute Special Programs related to Career Development, such as (but not limited to):
 - Career development and guidance for students in all graduate business programs – Recruiting Events/Information Sessions
 - Employer roundtables, and other sponsored programs
 - Design and/or input on student tools such as career guides, fact sheets, etc
 - Promote student involvement including but not limited to: selecting student ambassadors, posting on social media, emailing students directly, newsletter and marketing material creation etc.

10%

- Works with other departments for school and university wide cross-functional goals. This includes (but is not limited to): MBA/MSBA/MAcc Admissions related meetings with prospective students; Liaison meetings with Program Offices to facilitate cohesive services for students; Marketing to present messaging in a consistent manner; collaborative activities with the Office of Career Development & Professional Engagement and the Law School Career Centers; and faculty engagement.

Mason DEI Statement

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EEO 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.



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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>