

Foundation A&M – people in different colleges, look to them to pilot. Tours on campus, come up with a plan to wow donors. Team work, network.

Oklahoma – leader of a career day, how do you pull something off. Reached out to local resources, student ambassadors. They are a god resource to have.

Training program through Oklahoma for student ambassadors. Florida doesn't have student workers.

Student ambassadors are volunteer basis at Cummings.

One is being very close linked in with schedule, what week and month look like towards your goals. As you know this is what I have in front of me. Urgency level around this added duty. Talking to supervisor, having one on one with. What does this dislodge, takeaway. Building in margin, blocks of margin on blocked on calendar, attempted to allocate time to Monday morning emails that come in, Tuesday afternoon to work on things that come up. Unanticipated requests.

Work well with your team. Know each others strengths. Look at your strategies, what are doing well and what can stop.

Mention what are the most important thing you are working on, is this priority more than what you have and what drops off your list to take this place. Something has to give.

Understanding the culture of the institution. Limited and cap on the amount of money with other duties that have been assigned. Cool your jets and understand the culture, that there is a limit on productivity and how to handle the lacking administrative structure. Relax into those tasks.

Working with faculty, tasks itself.

Look at the leadership of the college, is alumni and development a priority for them, do they have a face. What does a philanthropic culture look like? How do you work with faculty? Have lots of one-on-one conversations with faculty, get to know them.

Don't be married to your job description, go find things that are out of your wheel-house.