

Work Study Job Description

Job Title	Alene Moris National Education for Leadership 6-Day Institute Coordinator
Department Name	UW Women's Center
Job Location	Cunningham Hall
Pay Rate	\$10.10 - \$15.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Johnna White
Phone Number	2066851090
Email Address	jwhite23@uw.edu
Website	http://depts.washington.edu/womenctr/
Box Number	353070

Nature of Organization

Our mission is to spread equity and diversity by opening doors for girls and women through education and access to resources that will help them achieve personal, professional, and academic success.

Duties and Responsibilities

- Initiate and coordinate applicant recruitment process, which includes visiting student groups, professors and administrators; serve as point person for students through the process and during the 6-day Institute; answer students' questions, provide students with regular updates
- Maintain applicant acceptance list and waitlist
- Communicate with trainers, speakers, panelists (approx 25 people)
- Create, track and adhere to Institute budget
- Create and/or copy all Institute materials

Minimum Qualifications

- Proficient in Microsoft Word, Excel, and PowerPoint
- Good interpersonal and telephone skills-professionalism
- Strong organization skills and attention to detail; excellent written and oral communication skills
- Some experience and interest in coordination or project management
- Some evening and weekend availability
- Graduate student preferred

Educational Benefits

- Opportunity to enhance coordinate, marketing and speaking skills
- Work closely with professional women, engaged in civic & political leadership, who support the work of the Women's Center.

*The position will remain open until filled.

How to Apply

Email resume and cover letter to jwhite23@uw.edu; include name and "NEWLead 6day Coordinator" in sub

Job Number: WOMC08 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program: State