OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Alene Moris National Education for Leadership Alumnae Program Coordinator
Department Name	UW Women's Center
Job Location	Cunningham Hall
Pay Rate	$9.19 - $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
• Coordinate logistics for two Alumnae events, held in Novemberand February, including managing budget, securing venue, speakers, food, beverage, transportation as needed • Communicate with event speakers / panelists • Publicize events: create, mail/email invitations, communicate through social media • Update / post to the Alene Moris National Education for Leadership website/social media on weekly basis • Create and/or copy all event materials • Serve as point person for Alumnae questions and suggestions • Assist the Six-day Institute Coordinator with preparation and implementation of the annual Institute each June and other duties
Minimum Qualifications

• Current University of Washington student with Work Study Eligibility
• Proficient in Microsoft Word, Excel, and PowerPoint
• Good interpersonal and telephone skills; professionalism
• Strong attention to detail; excellent written/oral communication skills
• Some experience and interest in coordination or project management
• Some evening and weekend availability

Educational Benefits

• Opportunity to enhance coordination, 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, but priority will be given to those who apply before August 30, 2013.

How to Apply

• Email resume and cover letter to jwhite23@uw.edu; include name and "NEWLead Alumnae Coordinator"

Job Number: WOMC07 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed