

Division/Department		University of Washington Retirement Association	
Location		Gerberding Hall, Main Campus	
Job Title		Event Coordinator	
Reports to		Pat Dougherty <i>Title</i> UWRA Director	
Job Type	Volunteer Position	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours__3-4____ / week during busy times of the year. Rest of the year, as needed.

GENERAL DESCRIPTION

The Event Coordinator's job functions involve implementing program plans of the UWRA. This person serves as a liaison to the Program Planning Committee and as campus contact for UWRA office for its events.

For on or off campus events, tasks include:

- making room reservations
- reserving any needed A/V equipment
- filling out proper paperwork for UW events (room use, notification to parking, banquet permits)
- researching catering options and placing catering orders
- overseeing event registrations
- keeping event rosters
- sending out event confirmations if needed
- producing event nametags and other event material
- coordinating any travel details for daytrips
- securing tickets for ticketed events

REQUIRED SKILLS

- Advanced computer skills, including email and internet
- Excellent "customer service skills". Must be willing to make phone calls and work out details for events both in person and over the phone.
- Knowledge of and experience working in Excel (spreadsheet) including data entry; willingness to learn and use mail merge & sorting
- Knowledge of and experience working in Word
- Willingness to learn basic UW forms for use of rooms, requesting equipment, parking requests, etc.
- Ability to use office machines and learn our: photocopier, phone system
- Willing to do filing, multitasking as needed