

Division/Department		University of Washington Retirement Association	
Location		Gerberding Hall, Main Campus	
Job Title		General Office Coordinator (two positions)	
Reports to	Pat Dougherty	Title	UWRA Director
Job Type	Volunteer Position	Type of position:	Hours <u>3</u> / day? Twice a week?
		<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	

GENERAL DESCRIPTION

The General Office Coordinator supports the other volunteer staff and acts as an assistant to the Director. General and all around UWRA office function knowledge is needed in this job. Must be personable and able to multitask. Specific tasks include

- phone/reception/filing
- mail intake and processing, including member database updates
- preparing correspondence
- assisting with event registrations
- tracking office supplies and coordinating orders with the Bookkeeper
- preparing database mailing lists for mailings (coordinating with the Publicity & Publications Coordinator)
- electronically transmitting mailings to be printed
- sending mailing order to UW Mailing Services
- helping to maintain the UWRA group email list
- willing to assist with tasks as needed

REQUIRED SKILLS

- Good customer service skills
- Able to multitask and willing to do tasks at hand
- Competent computer skills, including email and internet
- Knowledge of and experience in MS Office Software including Word, Excel
- Knowledge of or capability and willingness to learn Access, Publisher
- Desirable: Familiarity with UW Publications Services (photocopying, printing), UW Mailing Services
- Knowledge of office machines and willingness to learn our photocopier, phone system