

Division/Department		University of Washington Retirement Association	
Location		Gerberding Hall, Main Campus	
Job Title		<b>Membership Coordinator (two positions)</b>	
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 <u>3</u> / twice a week/person

### GENERAL DESCRIPTION

Membership Coordinator is responsible for the general upkeep of UWRA memberships.

Job tasks include

- retrieving new retiree lists from Benefits for complimentary memberships
- processing new member applications
- preparing correspondence/packets for new members
- sending out membership renewal notices
- processing membership renewals
- issuing membership cards
- running membership queries and reports in database
- sending updated new member and lapsed member lists to the University Bookstore
- sending lapsed member notifications to University Houses' depositors/residents and a list of depositors/residents to the University Houses
- tracking all email address changes for the Publications Coordinator
- sending all address updates received to Benefits

### REQUIRED SKILLS

- Advanced computer skills including email, internet
- Knowledge of and experience working in Access (database) or database capability and willingness to learn, including running queries and reports & data entry
- Knowledge of and experience working in Excel (spreadsheet) including data entry; willingness to learn mail merge & sorting
- Knowledge of and experience working in Word (correspondence)
- Familiarity with office machines: willing to learn photocopier, phone system
- Other basic office skills such as good customer services skills, filing, multitasking