JOB TITLE | Alene Moris National Education for Leadership 6-Day Institute Coordinator
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DEPARTMENT NAME | UW Women’s Center
JOB LOCATION | Cunningham Hall
CONTACT/SUPERVISOR | Johnna White
PHONE NUMBER | (206) 685-2940
EMAIL ADDRESS | jwhite23@uw.edu
BOX NUMBER | 353070
EMPLOYMENT PERIOD | Summer Only [ X ]  Sum & Acad Year [ X ]  Acad Year Only [ ]
HOURS PER WEEK | 10-12 hours per week
RATE OF PAY | $15.00-$16.00 per hour (Compliance with current UW Student Pay Schedule)

**Duties and Responsibilities:**
- Coordinate all activities and wrap-up for the Alene Moris National Education for Leadership Institute, a 6-day program (Institute tentatively scheduled June 11-16, 2018).
  
  To learn more about the institute, please visit the following link:
  http://depts.washington.edu/newlead/
- 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): collect bios, training materials, answer questions, provide schedule/ location information, follow-up with feedback, thank you letters
- Coordinate logistics for all sessions, on-campus and off-campus, including transportation, meals and beverages, venues, AV, and housing
- Create, track and adhere to Institute budget
- Create and/or copy all Institute materials: name tags, program materials, binders, place cards, etc.
- Maintain record keeping

**Minimum Qualifications:**
- Work Study Eligibility (this is a financial aid award)
- 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 in coordination or project management
- Some evening and weekend availability
• Commitment to work through the month of June
• 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.

**To Apply**

• Email resume and cover letter to jwhite23@uw.edu; include your name and “NEW Lead 6-day Coordinator Position” in the subject of the e-mail.
• The position will remain open until filled

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**OFFICE USE ONLY**

Job Class Code: 0875 0872 Grad: 0881 0882 0883
51% Comp. to Classified: Yes [ ] No [ ]
State [ ] Federal [ ]
Open [ ] Closed [ ]

**JOB NUMBER:**

WOMC08

**JOB CATEGORY:**

Student Services