**JOB TITLE** | Alene Moris National Education for Leadership Alumnae Program 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** | Acad Year Only [ X ]  
**HOURS PER WEEK** | 10-12 hours/week  
**RATE OF PAY** | $13.00-$15.00 per hour (Compliance with current UW Student Pay Schedule)  

**Duties and Responsibilities:**  
- Coordinate all alumnae program activities of the Alene Moris National Education for Leadership Institute. To learn more about the Institute, visit: http://depts.washington.edu/newlead/  
- Coordinate logistics for two Alumnae events, held in November and February, including managing budget, securing venue, speakers, food, beverage, transportation as needed  
- Communicate with event speakers / panelists: collect bios, materials, answer questions, provide schedule/ location information, follow-up with feedback, thank you letters  
- 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: name tags, program materials, etc.  
- Serve as point person for Alumnae questions, suggestions; work closely with Alumnae Chair to create / maintain Alumnae materials, contact information, etc.  
- Assist the Six-day Institute Coordinator with preparation for the annual Institute each June and other duties as required including administrative and marketing needs.  
- Assist with during the week of the Institute  
- Complete other tasks as requested  

**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.

**To Apply**
- Email resume and cover letter to jwhite23@uw.edu; include your name and “NEW Lead Alumnae Coordinator Position” in the subject of the e-mail.
- The position will remain open until filled, but priority will be given to those who apply before September 9, 2016

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OFFICE USE ONLY

JOB NUMBER: WOMC07

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

JOB CATEGORY: Arts & Media
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