<table>
<thead>
<tr>
<th><strong>JOB TITLE</strong></th>
<th>Alene Moris National Education for Leadership 6-Day Institute Coordinator</th>
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<tbody>
<tr>
<td><strong>DEPARTMENT NAME</strong></td>
<td>UW Women's Center</td>
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<tr>
<td><strong>JOB LOCATION</strong></td>
<td>Cunningham Hall</td>
</tr>
<tr>
<td><strong>CONTACT/SUPERVISOR</strong></td>
<td>Johnna White</td>
</tr>
<tr>
<td><strong>PHONE NUMBER</strong></td>
<td>(206) 685-2940</td>
</tr>
<tr>
<td><strong>EMAIL ADDRESS</strong></td>
<td><a href="mailto:jwhite23@uw.edu">jwhite23@uw.edu</a></td>
</tr>
<tr>
<td><strong>BOX NUMBER</strong></td>
<td>353070</td>
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<tr>
<td><strong>EMPLOYMENT PERIOD</strong></td>
<td>Summer Only [ ] Sum &amp; Acad Year [ X ] Acad Year Only [ ]</td>
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<tr>
<td><strong>HOURS PER WEEK</strong></td>
<td>10-19 hours per week</td>
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<tr>
<td><strong>RATE OF PAY</strong></td>
<td>$15.45-$17.00 per hour (Compliance with current UW Student Pay Schedule)</td>
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**Duties and Responsibilities:**

- Coordinate all activities and wrap-up for the Alene Moris National Education for Leadership Institute, a 6-day program (June 17-22, 2019)

  *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

- Submit online application: https://goo.gl/forms/tLkXIyt0RWMKKJPo1
- The position will remain open until filled

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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