

July 2017

UW Graduate House: Events Coordinator

General Accountability

This casual position reports directly to the Graduate House Manager (GHM). The Events Coordinator will maintain professional relationships with stakeholders, and assist the GHM with the design, promotion, and execution of Graduate Student events held at the Graduate House. The Events Coordinator will communicate with key players to align efforts and compliment services already offered by the Graduate Student Association (GSA-UW). The Events Coordinator will work with Graduate House Staff/Volunteers to uphold the mission of the GSA-UW, while coordinating Graduate Student focused programming at the Graduate House.

Position Nature and Scope

The Graduate House is a private club, owned and operated by the GSA-UW. The Graduate House provides a relaxed social environment for members, customers and guests. The Graduate House is a multifunctional facility providing space for the special events, meetings and socials.

The Graduate House is open from 9am – 10pm, Monday – Friday.

The Events Coordinator will work non-traditional hours, use a personal computer/phone, and report activity/hours to the GHM. The GHM will meet with the Events Coordinator to schedule events, and collaborate on event planning. She/he will work independently, and with a team. The Events Coordinator works 15-30 hours a month, depending on budget and style/frequency of events. Compensation calculated by hourly wage.

Performance will adjudicated by event attendance, quality of teamwork, social networking content, and quantifiable growth in nightly attendance of Graduate Students at the Graduate House. Events Coordinators with satisfactory performance will be encouraged to re-apply for subsequent terms.

Core duties:

- Plan, Promote & Execute weekly events for the Graduate Student community
- Recruit, Schedule & Lead volunteers from the Graduate Student community
- Ensure appropriate variance between annual events spending and annual events budget
- Plan, Promote & Support zero-cost initiatives, using GH AV equipment (ie. Sports & Movies)
- Recruit & Schedule appropriate entertainment
- Create meaningful/interactive daily content for social network platforms
- Create attractive content for the GH website & outreach for GSA-UW e-news
- Produce professional advertising, including posters and electronic images
- Collaborate with management to develop, implement & evaluate marketing/outreach efforts
- Collaborate with management to promote monthly food/beverage sales programs
- Collaborate with outside organizations/individuals, as required
- Assist with special projects, as delegated

Job Requirements

The successful candidate possesses an established social network within the UW Graduate Student community. She/he is passionate about community building, with a reputation for enriching social lives of Graduate Students. Demonstrated success in event planning, promotion, and hosting is required. Smart Serve training is required- links to required online training provided with job offers.

The successful candidate demonstrates a collaborative leadership style and excellent written/verbal communication. He/she will share innovative ideas, and gain consensus among various stakeholders. A demonstrated ability to mentor and motivate volunteers is required. Previous experience in hospitality, events, and marketing is an asset. A familiarity with the Graduate House is required.

We seek an energetic and enthusiastic individual to increase the number of UW Graduate Students who use the Graduate House. Preference given to those who present ideas with confidence, who share a clear vision for success, and who demonstrate alignment with Graduate House core values.