

## University Events Graduate Coordinator University Advancement – Advancement Engagement Team

### Job Description

The University Advancement Office is committed to creating an anti-racist environment that addresses and works to eliminate inequities and all forms of oppression, while celebrating diverse cultures.

We are looking for like-minded team members from diverse backgrounds who demonstrate knowledge and understanding of the complex issues surrounding implicit bias, and other systemic oppressions, as well as a commitment to the university's mission, vision, and values, with the goal of developing an equitable and inclusive work environment.

The University Advancement office has an exciting and dynamic opportunity for a University Events Graduate Coordinator to join the University Events Team. Reporting to the Assistant Director of University Events, the University Events Graduate Coordinator supports the team in their event, stewardship, and programming projects for the division. UA Events are busy throughout the calendar year with on-campus and off-campus events ranging from signature events like Homecoming, The Advent Mass & Christmas Tree Lighting, State of the University, The Alumni Awards, the Red Tie Gala, and the Costco Scholarship Fund Breakfast to Lectures, Receptions & Book Launches for the Colleges and donor, alumni, student and board events throughout the year.

### Anticipated Learning Opportunities

- Understanding of non-profit and higher education fundraising initiatives and the events that drive them
- Understanding of non-profit and higher education development and the pace of events that fuel these campaigns
- Hands-on experience designing event materials and logistics
- Hands-on experience in fundraising event management
- Understanding of board governance, donor relations and stewardship
- Understanding of full range of University-level events with participants including faculty, students, alumni, community members and more

### Essential Responsibilities

#### University Events Planning Support (60%)

- Support event planning and production projects as directed by the Sr. Director and Assistant Director. Tasks may include but are not limited to: managing guest registrations, event data entry, event logistics and staging; production of name badges/place cards and other materials, post event analysis, etc.

#### Event Collateral Support (10%)

- Collaborate with Asst. Director on all event collateral from ideation to print and publish
- Update content for and coordinate production of event collateral such as name tags, event layouts, bid cards, auction description signs, wayfinding signage, table numbers, menus, programs, place cards, etc.

- Assist with development of visual assets for virtual and live events, including on-screen graphics and basic video editing.
- Manage in-house print requests with Reprographics, compile and prepare printed pieces for mail. For jobs which require offsite printing or production, coordinate specifications and vendor communication with the supervision of the Asst. Director.

### **Event staffing (20%)**

- Staff in-person events by assisting with guest registration, set up and tear down, and other duties as assigned. Assist with virtual events including livestreams and webinars/zooms.
- Collaborate with the University Events Coordinator to support the Board of Regents, including the production of meeting minutes and additional administrative tasks.
- Assist with financial management activities, including receipt and bill management, and signature collection.

### **Team support (10%)**

- Create meeting agendas and track action items for upcoming events and projects for the UA Events Team
- Monitor the UA Events email account, responding to basic queries regarding event attendance and alerting team members to nuanced messages.

Additional duties as assigned in support of the Campaign, Events, and Donor Relations and Stewardship teams.

### **Anticipated Work Schedule**

The University Events Graduate Coordinator role offers a flexible schedule, but will be generally expected to work at max 20 hours per week.

Occasional evening or weekend hours may be required for special events, and time will be flexed for weekday work.

Accommodations can be made for weekly class and quarterly finals schedule with pre-approval from supervisor. The University Events Graduate Coordinator is not expected to work during university break periods (Thanksgiving, winter and spring breaks), but can if their schedule allows. This position does not work on university recognized holidays.

### **Minimum Qualifications and Skills**

Training will be provided for all essential responsibilities for this role.

- Currently enrolled in a graduate program at Seattle University and in good academic standing.
- Excellent understanding and ability to provide exemplary customer (donor & guest) service and remain pleasant and positive under pressure. The Events Team believes in a *Nordstrom Level of Customer Care*.
- Experience or willingness to learn desktop publishing, graphic design, and/or basic video editing.
- Basic knowledge or willingness to learn Adobe Creative Suite or similar editing/design programs.
- Strong written and verbal communication, creative and critical thinking skills. Ability to receive constructive feedback and implement changes.

- Ability to work independently while informing key stakeholders, and complete assigned tasks within reasonable timeframes.
- Interest in providing support for team in production of events, data entry, and donor and student scholar correspondence.
- Desire to learn more about the impact of philanthropy and the advancement profession with an interest in events.

### **Preferred Qualifications and Skills**

- Previous events support or project management experience.
- Ability to work efficiently and competently with a high level of accuracy and attention to detail.
- Willing to learn Raiser's Edge and work with confidential alumni and donor information to provide data entry support for events and stewardship.
- Previous experience with print and digital graphic design, and/or video editing.

### **Pay**

\$21.67 per hour

### **Supervisor Contact Information**

Please submit a resume and cover letter expressing key qualifications and interest to:

Vickielee Wohlbach  
Assistant Director of University Events  
[vwohlbach@seattleu.edu](mailto:vwohlbach@seattleu.edu)  
206-296-6106