Job Title: Events Coordinator (Undergraduate)

Hours per Week: 12 hours/week  
Reports to: Stephanie Alderson, M.A.

Work Location: 340 Nebraska Union  
Pay per Hour: $9.00

GPA Requirement: 2.5 Every Semester  
Position is available: August-May (Academic Year – some summer work may be possible)

Basic Function:
1. Work with the Outreach Coordinator on having a social media presence providing updates on programming, events, and educational information.
2. Work with the staff in the Women’s Center to help coordinate program planning and assisting the Graduate Assistant (GA) with education and outreach.
3. Assist the GA with programming, including events, focus groups, retreats, educational and networking and/or social events.
4. Create, update and maintain the program assessment documents for assessment purposes.
5. Assist with room reservations for programming.
6. Update online calendars and fall and spring preview calendars as needed.
7. Request PR and work with Outreach Coordinator to promote events. Monitor timelines for programming, help proof materials, schedule meetings, and maintain detailed notes for program planning and outreach, including posting and distribution of print materials.
8. Assist with assessment and evaluation of events.
9. Work with the other center staff on publicizing educational outreach and other programming, which may include passive programming campaigns. Provide information to the GA about programming. Save electronic flyers and posters into Box for outreach and center use.

Content Area Responsibilities  90-95%
10. Assist with the daily operating functions of the Women’s Center, including staffing the office, cleanliness of the center, assisting with the operation of the library, operating ResourceMate, working cooperatively and collaboratively with other/all resource center staff and volunteers, and the professional staff.
11. Attend staff and program planning meetings, assist with volunteer programming as needed) and utilize information sharing/communication methods including email, social media, listservs, and voicemail effectively and appropriately.
12. Coordinate the events of the Women’s Center, with the help of the GA and other staff.
13. Staff programs, booths, and other events as needed.
14. Keep track of center contacts and education efforts (statistics) and assist with compiling center statistics for each semester and assisting with progress reports.
15. Other duties as assigned.

Other Responsibilities  5-10%
1. Participate as an active staff member in all training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other content areas whenever possible.
3. Assist in the development of collaborative programming with the Women’s Center, OASIS, and other campus offices, departments, and divisions as opportunities arise to help achieve the goals and mission of the Center.
4. Assist students and other customers as needed.

It is the policy of the University of Nebraska-Lincoln not to discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran’s status, marital status, religion or political affiliation.
**Requirement:** Must be enrolled and attending UNL during the academic year.

**Special Qualifications:** The ability to function well in a multiuse environment with a variety of programs, services and demands.

**Qualifications:**

1. Excellent communication skills, detail oriented, positive attitude and good work ethic.
   a. Comfortable with public speaking and giving presentations.
   b. Able to represent the Women’s Center effectively and professionally.
   c. Strong organizational and time management skills.
   d. Strong writing and interpersonal skills.
2. Ability to:
   a. Work independently with minimal direction;
   b. Work well as part of a team (the center’s student staff and volunteers and Director);
   c. Use or learn to use our software applications (e.g., Microsoft Office, ResourceMate, Publisher);
   d. Learn about, and provide information about the center, our programming and services;
   e. Learn about and support a social justice approach and understand the intersections of identities and the interconnected nature of power and privilege;
   f. Manage details effectively; and
   g. Facilitate focus and discussion groups.
3. Reliable and responsible fulfillment of job responsibilities.
4. Ability to welcome, include and engage individuals coming to the center, student staff and volunteers (assist in the development and maintenance of brave space).
5. Work well with the other center staff, volunteers, program attendees and the center assistant director and director.