



Events Coordinator – School of Law *Job Description*

Washburn University Alumni Association and Foundation is committed to building a community of support to continuously strengthen Washburn University and enhance the educational opportunities and experiences of our students. We build life-long partnerships with alumni and friends, and secure, invest, and steward private financial support.

Job Classification: Exempt, Full-time

Work Schedule: Monday-Friday, 8 am – 5 pm
Occasional evening and weekend hours

Reporting Relationship: Reports To: Director of Events

Primary Accountability:

The Events Coordinator - School of Law coordinates the Washburn University Alumni Association and Foundation's ("Foundation") alumni and donor events. The position will help plan and implement local and national events in an effort to increase participation and involvement among Washburn alumni, friends and students.

A significant responsibility of this position is event planning and coordination. The Alumni Association and Foundation and Washburn School of Law host a variety of events that appeal to different constituencies in order to increase involvement and investment among Washburn alumni and friends. The Events Coordinator – School of Law oversees existing events and programs and considers new engagement opportunities to enhance the law alumni and legal community experience. Establishing and nurturing effective, collegial working relationships with co-workers, university partners and external contacts is paramount in the planning and execution of successful events and programs.

Who You Are:

The Events Coordinator should be an enthusiastic professional who has a passion for working with people in order to provide outstanding customer service and build relationships with internal and external customers. They should be able to plan well for the future, anticipate project and constituent needs, discern work priorities and meet deadlines with little supervision.

What you will bring to the team:

- Ability to quickly establish relationships in the Washburn and Topeka communities and a commitment to existing relationships
- Excellent discernment while engaging and stewarding donors and alumni
- Innovative ideas for implementing and executing events and programs
- A focus on detail and respect for past traditions
- Confidence to make decisions and adjust if event conditions change
- Strong presentation, written and verbal communication skills
- Ability to balance multiple projects at a time
- Engaging attitude and desire to work effectively as a team member
- Deep commitment to confidentiality
- Commitment to work after hours and travel as necessary



Events Coordinator – School of Law *Job Description*

To apply:

Please go to HR Partners at www.hrpartnersks.com and click on “Apply Now!” under “Jobs” to submit your resume, cover letter and three professional references.

**The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, age, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, genetic information, military status or membership in other protected groups. This policy governs all aspects of employment, including but not limited to selection, job assignment, compensation, discipline, termination, and access to benefits and training.*