



Events Assistant Part-time *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: Non-exempt, Part-time

Work Schedule: Mutually-Determined – Up to 15 hours per week

Reporting Relationship: Events Manager

Primary Accountability:

The Events Assistant performs a variety of organizational and administrative event-related responsibilities for the Washburn University Alumni Association and Foundation (“Foundation”) Engagement Team. This includes assisting the Events Manager in administrative duties needed to execute planning and organizing in-person and virtual events, assist in mass mailings for event invitations and correspondence mailings, assist in event follow-up, and be a part of the event execution team. This position must establish and nurture effective, collegial working relationships with co-workers, university partners, donors and external contacts representing the Foundation in a positive and professional manner. This position requires attention to detail, a passion for event planning, outstanding customer service and enthusiasm.

Major Duties Include:

- Assist Events Manager and Executive Director of Engagement on event execution especially for the annual Whiting Society Dinner, Bell Tower Reception/Washburn Winter Walk, Athletics Golf Classic, holiday parties, and special major press conferences/events;
- Be available to work some mornings during the work week to process event registrations;
- Work with Events Manager on planning for all events such as preparing nametags, tracking attendance in database, mailing invitations, and registering RSVPs;
- Assist in event follow up projects such as disseminating photo galleries, writing thank you notes, or working on special event stewardship projects;
- Manage the Washburn University Alumni Association and Foundation Homecoming Parade Watch Party and other celebrations as assigned;
- Assist with virtual events by sitting in and helping us track attendees and troubleshoot technical difficulties;
- Assist in coordination of internal staff events and celebrations;
- Research new auction package ideas and complete online auction donation requests;
- Assist in researching new experiences and locations for regional events in the U.S;
- Assist in tracking event expenses;
- Develop and maintain positive working relationships with others and support the Washburn University Alumni Association and Foundation engagement team to reach common goals;
- Maintain confidentiality of information; and
- Represent the Alumni Association and Foundation in a professional and diplomatic manner at all times.



Events Assistant Part-time *Job Description*

Qualifications:

- Must be a student in good standing at Washburn University
- Experience with office practices and procedures;
- Proficient in English, grammar, spelling and punctuation;
- Ability to organize, multi-task, plan and set priorities with minimal supervision and participate as part of a team;
- Exceptional attention to detail;
- Strong communication, interpersonal and customer service skills;
- Problem solving abilities with the ability to meet deadlines;
- Positive, professional attitude and a willingness and ability to learn new skills quickly;
- Creative and strategic-thinking abilities;
- Ability to maintain confidentiality;
- Reliable and predictable attendance.

Physical Demands:

- Ability to sit for extended periods of time;
- Ability to read computer screens and mail;
- Ability to unpack and move supplies up to 50 lbs.

Work Environment:

- Professional and deadline-oriented environment in an office setting;
- Interaction with staff and customers.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

To Apply:

Please send a cover letter and resume to Jennifer Brown at jbrown@wualumni.org.