

EVENT COORDINATOR

As Event Coordinator for the Graduate Student Society (GSS), your role is to assist in the planning and executing of all signature events. This role includes representing GSS and its best interests by providing overall support to maintain the quality of expectation for all GSS events. The time commitment for this position for 2017/18 will be from September 2017 to April 2018. This position will be working in a team of VP's and directly reports to the President of GSS.

Main Duties:

- ✓ Partake in defining project scope, overall goals, and deliverables with President
- ✓ Organizing and coordinating GSS events based on dates approved by GSS Council
- ✓ Arrange marketing campaigns and convey sponsorship requests to appropriate GSS VP Finance
- ✓ Monitor and evaluate the progress of the event
- ✓ Communicate consistently and provide event updates to VPs
- ✓ Ensure smooth operations on the day of the event
- ✓ Assist with post-event review for records and for stakeholders
- ✓ Monitor finances to ensure that events are within budget
- ✓ Attend mandatory meetings, training sessions, and team development activities
- ✓ Order supplies (i.e. T-shirts) for GSS events
- ✓ Contacting businesses for sponsorship donations for GSS events (BBQ, Gala, Scholarships, etc.)
- ✓ Preparation and Ordering of Certificates of Appreciation for Volunteers for GSS events, gala, etc.

Required Skills and Characteristics:

- ✓ Organizational skills
- ✓ Willingness to learn and adapt
- ✓ Professional attitude towards external contacts
- ✓ Accountability for all deliverables
- ✓ Self-starter and team player
- ✓ Attention to detail
- ✓ Adaptability
- ✓ Analytical and problem solving skills
- ✓ Effective verbal and written communication skills
- ✓ Excellent time management skills and ability to meet deadlines

Additional Information:

The position pays \$1500 per semester and will be paid in a monthly stipend. All Candidates interested in applying for the position must provide a resume and cover letter and send to prezgss@uwindsor.ca with the subject line: **Event Coordinator Position**. Only those candidates that meet the criteria will be called for an interview.

Resumes will be accepted by email only from July 1, 2017 until July 14, 2017.