



University of Calgary Graduate Students' Association
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Job Description: Part-time Events Administrator

The Events Administrator is administrative in nature and supports all Graduate Students' Association (GSA) events from conception through to completion. Key functions of this role include working with internal and external groups in booking, planning, and organization a wide range of events both on and off campus that satisfy the mission and vision of the GSA. This position is ideal for someone who is detailed-oriented, has great communications and organization skills, and is able to organize multiple events simultaneously.

Key Responsibilities

- Work as a key member of the events management team including budget management, risk management, administration, and event logistics;
- Manage discounted tickets program including purchases, online ticket sales, and reports;
- Coordinate with the Events Coordinator to ensure proper execution of the events;
- Coordinate with Human Resources Manager to recruit volunteers for larger events when necessary;
- Promote the GSA's events and programs with the support of the Marketing and Communications Coordinator to ensure that event promotion, registration and outcomes are communicated as required, (e.g. web, digital media, internal and external communications);
- Coordinate the development, management, implementation and evaluation of GSA events, including collaborative events with non-GSA stakeholders;
- Maintain historical information about all events by recording and reporting on ticket sales and attendance figures; collecting information on audience responses, including random satisfaction surveys;
- Evaluate the performance of events with the Events Coordinator by soliciting post-activity feedback, including ticket sales or attendance figures, and random satisfaction surveys; preparing reports and analyses reflecting progress, adverse trends and appropriate recommendations or conclusions; and
- Provide event support to GSA Committees and Subcommittees as required.

Qualifications

- Must be passionate about event management in the graduate student context; extraordinary attention to detail with above average organizational skills
- Ability to manage multiple projects simultaneously;

- Ability to work independently and as part of a team;
- Ability to work occasional weekends and evenings;
- Preferred experience with organizing and executing successful events;
- Anticipate and manage event requirements with little or no supervision;
- The ability to work with Microsoft Office Suite; and
- Bachelor's degree preferred, but will consider a combination of education and experience.

Status: Part-time (up to 20 hours/week with the occasional week requiring more hours during peak times)

Wage: \$22.50/hour

Term of employment: January 7 to April 30, 2019 with an opportunity for another term during the 2019-2020 academic year.

This position does not follow a traditional work week and some evenings and weekends will be required.

The GSA would like to thank all those who apply, however only those chosen for an interview will be contacted.

Please submit cover letter outlining why you think you would be an ideal candidate for this position and resume to lgirgis@ucalgary.ca

The applications deadline is midnight on December 12, 2018