About the GSA

The University of Calgary Graduate Students’ Association represents the collective interests, but not individual opinions, of graduate students to governing bodies of the university, all levels of government, and the surrounding community of Calgary.

Job Description

Under the direction of the Executive Director, the Events Coordinator is responsible for 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, organizing, and executing 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 has a high-level of energy, enjoys working with others, has a passion for customer service, enjoys creating events that meet the needs of a diverse community, and is able to organize multiple events simultaneously.

Key Responsibilities

- Ensure the smooth operation of events by planning and coordinating with GSA employees and/or volunteers, providing timely information, following up on results, and reporting on results;
- Promote the GSA’s events and programs and collaborate with other GSA employees to ensure that event promotion, registration, and outcomes are communicated as required, (e.g. web, digital media, internal and external communications);
- Maintain operations within functional areas and responsibilities by initiating, coordinating, and enforcing policies and procedures, especially where increase liability is a concern;
- Ensure compliance with internal controls by auditing and verifying records, reports, and practices as related to their functional area;
- Coordinate the development, management, implementation, and evaluation of GSA events, including collaborative events with non-GSA stakeholders;
- Create an organizational focus for all events with GSA stakeholders to create a coordinated development plan to reach as many participants as possible;
- Maintain historical information about all events by recording and reporting on ticket sales and attendance figures, and collecting information on audience responses, including random satisfaction surveys;
- Evaluate the performance of events 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;
- Provide event support to GSA Student Groups and GSA Committees; and
- Assist with the GSA front desk help as needed.
Qualifications

- Passion for special events development and management;
- Experience with planning and implementing successful events;
- Proven interpersonal and customer services skills;
- Excellent multitasking and prioritizing abilities;
- Strong organizational and time management skills
- Ability to manage multiple projects simultaneously;
- Extraordinary attention to details;
- Ability to work flexible hours, including some weekends and evenings as needed;
- Familiarity with the University of Calgary departments and campus;
- Ability to manage events with little or no supervision;
- Experience working with Microsoft Office Suite;
- Access to a vehicle will be considered an asset; and
- Bachelor’s degree is preferred, but will consider a combination of education and experience.

Status: Full time
Salary: $45,000 per year

The Events Coordinator is expected to work on average 35-hours per week. This position does not follow a traditional work week and some evenings and weekends will be required. The GSA offers a comprehensive and competitive benefits plan including a health and dental plan, short and long-term disability coverage, a health spending account, and a matching RRSP contribution program.

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

Please submit cover letter and resume to lpirgis@ucalgary.ca

The applications deadline is midnight on Sunday, May 12th 2019.