

Job Description

Job Title:	Advancement & Events Coordinator
Department:	School of Pharmacy
Reports To:	Associate Director Advancement, School of Pharmacy
Jobs Reporting:	None
Salary Grade:	USG 6
Effective Date:	September 2018

Primary Purpose

The Advancement & Events Coordinator is responsible for administrative and event support related to the advancement program at the School of Pharmacy. In addition, the Coordinator provides administrative support to the School as a whole.

The Advancement & Events Coordinator reports to the Associate Director, Advancement in the School of Pharmacy, taking direction from that position for accountabilities related to advancement administration, event management, and awards program support. Direction is provided by the Administrative Coordinator & Financial Assistant for School-wide accountabilities.

Key Accountabilities

Advancement Administration

- Provides a range of administrative support to the Associate Director of Advancement
- Facilitates fundraising, volunteer and alumni visits/meetings by booking facilities and refreshments, preparing presentations, handouts and reports; produces meeting notes and attends to special requests
- Liaises with Alumni Relations to represent the School at meetings and participates in reunion and other University-wide alumni event discussions
- Uses Raisers Edge and Advancement Tracker to support the fundraising/alumni function; requests data and reports as required; enters status notes to maintain central record accuracy
- Maintains current knowledge of Advancement practices and protocols and familiarity with issues in Advancement more broadly
- Responsible for Pharmacy SWAG inventory

Event Management

- Responsible for the successful execution of School of Pharmacy events, including:
 - Waterloo Pharmacy Golf Invitational (annual)
 - Alumni Reunion (annual)
 - White Coat Ceremony (annual)
 - Convocation receptions (spring and fall terms)
 - Regional Alumni & Friends Events
 - Donor Stewardship Events
- Assists with CAP admissions interview weekend process
- Assists with the organization of the twice yearly undergraduate admissions interview weekend process
- Executes an on-line calendar of events that includes advancement, alumni and annual School-wide events, on and off-site
- Creates critical paths and manages all logistics including venue liaison, catering and parking

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- Develops invitations, manages online registration systems, prepares materials and handles other tasks as required
- Sources and manages services/products with internal departments and external vendors to support events, programs and activities
- Builds budgets and monitors expenses for all events
- Conducts event evaluations and reports on outcomes
- Assists with main campus and non-UW related functions/events held in the Pharmacy building; as a flag-ship building funded partly through community donations, we have an obligation to our community to provide access to our building; our building has been and will continue to be made available to various groups, e.g., Health related public lectures, Mini-Pharmacy School, Desire2Learn, Fluxible, Scotia bank, Doors Open, LRT, transportation hub
- Responsible for approving event requests re: the Special Event Request form, in consultation with the Associate Director, Development and the Administrative Officer
- Responsible for external room bookings

Awards Program Support

- Maintains an inventory of all School of Pharmacy scholarships and awards
- Manages the process for award and gift agreements as appropriate and prepares preliminary documentation for award terms, including assisting in obtaining signatures
- Ensures appropriate recognition and stewardship (plaques, award presentations, and donor communication)
- Provides administrative support to the School's Awards Committee, including setting agenda, recording minutes, organizing meetings and preparing materials

Administrative Support (General)

- Schedules all room bookings for graduate and undergraduate courses, seminars, meetings, social events, etc.
- Finds appropriate rooms for special accommodation exams, mid-term and final exams
- Responsible for weekly collection of event information for posting on lobby TV
- Maintains telephone lists for faculty, staff and other personnel in the School
- Serves as Secretary to the Health Sciences Campus, Joint Health & Safety Committee
- Other duties as assigned

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree or equivalent post-secondary education and/or experience required

Experience

- 3-5 years' experience in an academic department/school
- Previous experience working in a professional, health-related environment
- Experience with event planning
- Experience with minute taking

Knowledge/Skills/Abilities

- Independent judgment in areas of time management, task prioritization and decision making
- Proven ability to manage a large volume of work, conflicting priorities and deadlines

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- Goal oriented, self-motivated with demonstrated ability to take initiative, work independently and effectively as part of a team
- Strong communication skills – oral and written
- Attention to detail and accuracy is essential
- Well-developed organizational, analytical, interpersonal, and customer service skills
- Knowledge of Microsoft suite of products and UW's web content management system required; knowledge of Raiser's Edge and Advancement Tracker an asset

Nature and Scope

- **Contacts:** This position requires communication with internal and external contacts to arrange and coordinate meetings, obtain, clarify and discuss information, and to assist in event management. Contact groups and individuals include but are not limited to: *Internal:* faculty, staff and students within the School of Pharmacy; Office of Advancement; Dean of Science Office; Community Relations; SAFA; Catering and Event Services. *External:* Alumni, Prospects, Donors, Corporate Executives, Vendors, Community and Professional Organizations, newly admitted students and their parents; local business leaders, City of Kitchener personnel
- **Level of Responsibility:** This position has defined specialized and routine tasks. The Advancement/Events Coordinator receives specific guidance but is expected to perform duties with relative independence thereafter.
- **Decision-Making Authority:** This position can make relatively independent decisions with guidance. Examples include: makes independent event-based decisions on timing, location, menus based upon knowing the objectives and constituents associated with the event on campus and off-site; makes regular information-based decisions using sound judgment in collaboration with other pharmacy staff.
- **Physical and Sensory Demands:** Typical of an administrative position in an office environment; peak times can include many simultaneous demands.
- **Working Environment:** Working hours: in addition to regular working hours, this position requires frequent and planned evening and weekend work; Travel: occasional to support events.