WORLD AFFAIRS SEMINAR

*Dedicated to the advancement of international goodwill*

*through a better understanding of global issues*

**World Affairs Seminar**

**Position Description – Administrative Assistant**

**Position Title: Administrative Assistant**

**Position Summary and Scope:** Key administrative colleague who provides general office organization and support to nonprofit group that conducts a weeklong annual event preparing young leaders to help shape the world of tomorrow. Maintains office records and databases. Coordinates registration of student delegates. Duties include outreach (telephone, e-mail, standard mail and one-on-one communications) to student delegates, sponsors and prospects, speakers and staff. Maintains tuition records and data files. Manages on-site student check-in process, including room assignments, transportation support and coordination with venue food services. Provides support to Academic Team and Nursing Staff throughout the Seminar.

**Reports to:** Executive Director

**Required Knowledge, Skills and Abilities:** Ability to set priorities and work independently. Highly detail-oriented and well-organized. Proficiency in Microsoft Office Suite, including Excel, Word, Outlook and other applications, such as Zoho or similar CRM software. Able to produce and process direct mail. MS Access and PowerPoint skills a plus**.** (*Note: while some accounting is required, WAS engages a professional bookkeeper to maintain financial data*.)

**Compensation and Work Conditions:** Competitive hourly wage.Hours vary, generally 10 - 15 hours per week. Very flexible "time off/time away" policy, provided work milestones are met. Must be available full-time during June, with increased hours around February and May. Basic office environment located on the second floor (no elevator). No heavy lifting.

**Duties and Responsibilities:**

1) Maintain databases of seminar sponsors, students and staff.

2) Process sponsor requests for information/general customer service assistance.

3) Oversee registration process.

4) Arrange for bus transportation to and from airports for student arrival/departure.

5) Process direct mail outreach to key constituent groups.

6) Collaborate (with Social Media Director) on e-mail outreach to key constituent groups.

7) Provide Board of Directors administrative support (maintain lists, process correspondence, etc.)

8) Assist in researching, submitting and follow-up to grant requests.

9) Coordinate with bookkeeper to support accounting processes.

10) Other duties may be assigned, to better ensure the Seminar’s success.

**Organizational Overview:** World Affairs Seminar (WAS), a nonprofit group based in West Allis, began in 1977 as a program of Rotary District 6270. WAS is a unique, interactive, weeklong, educational Seminar for high school students worldwide. The 2022 edition is set for June 18 - 24 at Carroll University in Waukesha, with in-person and virtual attendance planned. The theme, which changes each year, is: *Reimagining Global Health and Wellness: Infectious Ideas*. The Seminar provides an opportunity for domestic and international students from diverse backgrounds to discuss issues in a positive environment and promote peace through cultural understanding. Student delegates experience new and different ideas and viewpoints brought forth both by their colleagues, and by renowned experts. Delegates put their new knowledge to use by creating and presenting a Capstone Project. The Seminar, which draws nearly 300 high school students from up to 30 different countries each year, numbers over 30,000 participants since its inception.

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