WORLD AFFAIRS SEMINAR

*Dedicated to the advancement of international goodwill and*

*peace through a better understanding of global issues*

**Position Description – Registrar/Office Manager (Part-Time)**

**Organizational Overview:** World Affairs Seminar (WAS), a freestanding nonprofit group based in West Allis (WI), began in 1977 as a Rotary District 6270 program. WAS is a unique, immersive, weeklong, academic summer camp for high-school students worldwide. The 2025 edition is set for June 21 - 27 at Carroll University in Waukesha. The theme is *Peacebuilding: Creating Lasting Change*. The Seminar convenes students from diverse backgrounds to discuss issues in a positive environment and promote peace through cultural understanding. Delegates apply their new knowledge by creating and presenting final projects, and by participating in a Diplomacy Simulation. The Seminar attracts 200 high school students from multiple countries each year, numbering 30,000 alumni to date. A recent delegate proclaimed WAS the “Best. Week. Ever.”

**Position Summary and Scope:** Key administrative colleague who oversees WAS student delegate registration, related Seminar communications and office management for nonprofit group that advances peace through understanding by training tomorrow’s global leaders.

**Reports to:** Executive Director

**Knowledge, Skills and Abilities:** Exceptional verbal and written communications skills. Ability to set priorities and work independently. Highly detail-oriented and well-organized. Proficiency in MS Office Suite and other applications, such as Zoho (or similar CRM software), MailChimp and Sync, a cloud data storage site. (*Note: while some accounting is required, WAS uses a professional bookkeeper to maintain financial data*.) Camp experience a plus.

**Hourly Wage, Benefits and Work Conditions:** Hours vary, generally 10 - 15 hours per week, with a hybrid work option. Basic office environment located on the second floor (no elevator). Free, adjacent parking. Very flexible "time off/time away" policy, given work demands. Must be available full-time during June with increased hours around February and May. Competitive hourly wage.

**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 Program Director) on e-mail outreach to key constituent groups.

7) Provide administrative support (maintain lists, process payments and correspondence, etc.)

8) Coordinate with bookkeeper to support accounting processes.

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

**How to Apply**

For consideration, please email a cover letter, resume and hourly wage expectations by Thursday, November 7, to Francis X. Vogel, WAS Executive Director, at fvogel@worldaffairsseminar.org. Type “WAS Registrar/Office Manager” in the subject line. No phone calls, please. Thank you in advance for your interest in the position!

*Revised – October 2024*