

Department: Women in Maritime Leadership Conf	Supervisor: Vineeta Dhillon
Job Title: Student Assistant – Office	Hours to be Worked: 10 hours a week
Pay Level: 2	Hourly Pay Rate: \$15.50/hr

Job Summary (purpose of nature of work): Performs a variety of general event related tasks.

JOB DURATION: January 20-March 20, 2022

Job Duties:

- Create, print, post, and hang flyers for WML. Take down all flyers after the event.
- Follow-up on
 - WML related emails
 - space reservations,
 - Registration on eventbrite
- Make WML related announcements at Formation
- Print and assemble attendee nametags
- Assemble WML conf materials
- Assemble speaker gifts
- During the conf:
 - Set – up and take down of signage
 - Assist at the registration table
 - Assist with parking needs if necessary

Required (or Preferred) Skills, Knowledge, and Abilities:

- Typing and keyboard skills and the ability to use standard office equipment
- Ability to create artistic flyers for events with the use of Canva, Photoshop, etc.
- Ability to use word processing, excel, and other Office products
- Ability to respond to phone and in-person inquiries or route calls as appropriate
- Excellent interpersonal skills
- Knowledge of English grammar, spelling and punctuation



WML INTERN JOB DESCRIPTION