



Position: Part-Time Events Assistant

Reports To: Events Manager

Date: August 26, 2019

About UIDP:

The University Industry Demonstration Partnership (UIDP) is a project-oriented organization that helps universities and industry develop new approaches to working together. We provide our members with opportunities to increase the success of university-industry collaborations and research projects.

Position Summary:

UIDP's members host numerous conferences, workshops, receptions, and other events all over the US and internationally each year. We are seeking a creative, self-motivated person to work 20 hours per week assisting with coordination and marketing of these events. The part time events assistant will be responsible for supporting the Events Manager and other UIDP staff in all aspects of planning and promotion.

The selected candidate will be expected to perform daily events and administrative tasks, however there may be opportunities to work on longer-term projects dependent on the needs of UIDP. Limited travel may be requested. This position will provide many opportunities to gain exposure to some of the finest innovation companies and best research universities in the world such as Apple, Boeing Corporation, Facebook, Princeton University, and the University of Oxford.

Basic Responsibilities:

- Assist with general coordination of events:
 - Coordinate discussion facilitators for recurring event sessions and networking opportunities
 - Edit and format agenda and supporting event documents
 - Manage and coordinate online agenda updates with external vendor
 - Create event specific documents such as speaker/presenter bios and photos

- Assist with marketing and promotional tasks:
 - Order print materials including event documents, project publications, and promotional items
 - Create surveys, collect responses, and communicate results to UIDP staff and event hosts
 - Assist with creation of email promotions for UIDP events via Informz



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- Make simple website updates via WordPress
 - Administrative tasks:
 - Maintain event timelines and task lists
 - Create online invitations and keep track of responses
 - Maintain event data and other information via Smartsheet
 - Other tasks as assigned

Required Qualifications/Skills:

- One year of experience in event planning, marketing, communications, hospitality, or a related field
- Exceptional written, oral, interpersonal, and organizational skills
- Experience with database management, Microsoft Office, Smartsheet, Survey Monkey, and WordPress
- Knowledge of social media platforms
- Ability to work well on your own, and troubleshoot and resolve issues independently
- Self-motivated, detail-oriented
- Ability to multi-task and manage time effectively

To apply for this position:

Please email your resume and cover letter to info@uidp.net by Sept. 13, 2019.