



Workshop Coordinator

At Women in Engineering, Science, and Technology

Number of Positions Available: 1-2

Tenure: August 5th, 2024 to September 1st, 2025

What is a WEST Workshop?

WEST is launching our WEST Workshop which is an 8 week, seminar-based series that teaches female-identifying students a critical skill that is desired by industry. For the first 6 weeks, students are taught the basics of the skill by a lecturer. In the last 2 weeks, students work on a case study, provided by an Industry Partner, to apply the skill they have learned. At the end of the seminar series, there will be a networking event where students can meet each other and discuss the skills they learned.

Role Summary

The Workshop Coordinator is responsible for developing and executing the workshop series in collaboration with an assisting Workshop coordinator and with assistance from the WEST Director of Projects and Industry Partner. Within your first two months, you will be in the Workshop Development Stage where you will work with the Industry Partner and the workshop lecturer to develop the workshop content and organize logistics for the seminar (room booking, advertisement, etc). In your second two months, you will be responsible for executing the workshop till completion. Within this phase, you will be responsible for the coordination of all seminars and ensuring students are supported and provided information as necessary.

Responsibilities

- During Project Development
 - Work with WEST Director of Projects and industry partner to develop workshop scope, timeline, documents and deliverables
 - Working with the Recruitment and Outreach Coordinator to recruit students to the workshop and the Social Media Coordinators to advertise the project
 - Acquiring a lecture to deliver the weekly seminar
 - Managing the workshop budget
 - Collaborate with the Events Coordinator to plan the networking event
- During Project Execution
 - Facilitate weekly seminars
 - Coordinate with lecturer/Industry Partner for each weekly seminar
 - Coordinate with students to ensure they have all materials necessary and are successful in the workshop



- Coordinate with the Industry Partner as needed
- Host the networking event

Expectations

- Attend the WEST weekly meeting
- Answer slack messages within 48 hours on business days
- Work cohesively with with WEST team members to successfully develop and execute the workshop
- Provide weekly updates to the WEST Director of Projects and WEST Director

Qualifications

- You identify as female or women+
- You are a full-time or part-time student at The University of Victoria
- Participating in a previous WEST project or workshop is preferred but not required

How to Apply

Please fill out this form to express interest in the Workshop Coordinator Position: [Interest Form](#)

If you have any questions, please email WEST at uvicwest.official@gmail.com.