



JOB OPPORTUNITIES

Event Coordinator Conference Services

Posted October 18, 2018

Under the supervision of the Director of Conference Services is responsible for the planning and execution of all assigned internal and external events and supports the Director in large-scale or high-profile events as requested. The Coordinator's focus is to consistently deliver high quality customer service for all assignments and to support the department in achieving its goals for effective and efficient operations.

Primary roles and responsibilities:

- Plans and schedules facilities and services for the University and outside organizations' events.
- Coordinates with clients (University or external) to determine technical and other special requirements needed for events. Determines resources available for events such as equipment, AV or labor, and handles obtainment of additional resources such as equipment rental.
- Assists in the development and review of cost estimates, event assessment, and planning.
- Attends events to facilitate operations and responds to emergencies, problems, etc. to ensure all aspects of events are implemented and controlled according to plan.
- Utilizes EMS database to create confirmations, service orders or setup worksheets for clients as needed.
- Tracks revenues and expenses for assigned events and ensures timely and accurate billing of such events. Assists with follow up as needed for payment on delinquent accounts.
- Assists Director in the marketing of campus space, including development of promotional materials, event registration and communications.
- Assists in the interviewing and hiring of student workers. Trains, schedules and supervises student workers.

Qualifications:

- Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Excellent skills in Microsoft Word, Excel, Access, PowerPoint, Outlook, Publisher, and the ability to learn 25live and CaterTrax.
- Ability to communicate professionally through both verbal and written means, and the ability and/or skill to work closely with others as part of a team.
- Ability to work without supervision and demonstrate considerable initiative, manage multiple priorities under tight deadlines, and perform supervisory responsibilities.

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

Hourly Range Begins at: \$15.58; 37.5 hours per week

Send cover letter and resume electronically to:

Era McMahon, Director of Conference Services
emcmahon@capital.edu

For more information on Capital University, visit our website at www.capital.edu.

Please complete the optional confidential data survey at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law.