

## **Job Description for the Office of Scheduling and College Events**

**Position Summary:** Work with the Office of Scheduling and College Events to carry out selected functions of the new Event Management System on campus and assist with logistical planning and execution of various events involving internal and external clients.

**Student/Associate Rewards:** The associate will benefit by developing leadership and organizational skills in event planning. The position will help to further develop communication and networking skills as the student will have the opportunity to work with several departments concurrently. The student associate will play an integral role in the Scheduling and Events Office and will develop useful career and life skills.

### **Responsibilities:**

- Serve as a liaison between Scheduling and College Events, catering, physical plant, campus safety, and end users of the Event Management System.
- Act as a resource to individuals and groups holding events on campus
- Attend campus events that require some logistical assistance (nights and weekends)
- Create and implement a schedule for annual informational update for the Events Management System
- Assist in the training of the EMS for students
- Organize/Categorize feedback on EMS system
- Create and update calendar featuring “large scale” events
- Other duties as needed by Scheduling and College Events

### **Position Requirements:**

- Strong organizational skills
- Strong written and oral communication skills
- Self-disciplined in time management and completing complex projects
- Detailed oriented

- Willingness to work as a team
- Must have keen sense of personal responsibility.

**Supervisor and Mentor:** Kim Bennett, Associate Director of College Events and Scheduling.

**Hours:** 10 – 15 hrs/week. This position requires availability in late afternoon, evenings and some weekends.