



CONFERENCE SERVICES EVENTS ASSISTANT

DEPARTMENT

Conference Services - 6315

QUALIFICATIONS

- Self-starter with ability to work independently under minimal supervision
- Strong commitment to customer experience and guest services
- Ability to communicate with diverse range of individuals, including staff, off-campus clients, donors, faculty, and students
- Basic Microsoft Word and technology competencies
- Attention to detail with efficiency and precision
- Interest in event coordination and conference services
- Experience in supervisory role a plus
- Available to work starting August 17, 2016 through May 6, 2017

DUTIES

- Assist with all Advancement events (fundraisers, donor events, alumni events, etc.), including preparation for events, day-of staffing, and post-event analysis
- Act as main point-of-contact for room rental requests from off-campus clients
- Create and maintain contracts, invoices, and all other related paperwork for clients
- Co-supervise Events Set-Up Crew, including assigning event set-up tasks, and insuring staffing for all event set-up needs
- Complete monthly credit card reconciliation forms
- Set-up rooms for events as needed
- Ability to lift and move 50 lbs.

COMPENSATION

\$9.75 per hour

HOURS

- August 17, 2016 – May 6, 2017
- 10 hours per week required in-office time (scheduled around class schedule)

CONTACT

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