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| **Job Title:** *The formal title of the position*  **Event & Conference Services Coordinator** | **FLSA Classification:**  **Nonexempt** |
| **Reports to:** *Title of the position that the job incumbent reports to*  **Senior Director of Business Services** | **Location:**  **Main Campus** |
| **Department: Event & Conference Services** | **Division: Finance & Administration** |
| **Employment Category:**  **Full-Time** | **Paygrade:** |

**PRIMARY PURPOSE OF POSITION**

The Event & Conference Services (E&CS) Coordinator is responsible for the support and coordination of event scheduling and logistics at St. Edward’s University. The E&CS Coordinator ensures proper stewardship of event and conference services spaces and resources and supports the business process and programs within E&CS.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Process event scheduling requests submitted via 25Live in accordance with the Master Event Calendar and departmental processes. Collaborate with internal and external event coordinators on scheduling issues and event resource needs.
* Provide consultation and support by clearly explaining University Event Policy, helping event coordinators navigate various processes and procedures, responding to inquiries, and preparing space rental estimates.
* Follow up on set-up requests as necessary by providing diagrams and reviewing needed equipment to ensure the set-up and resources are appropriate and follow University Event Policy.
* Ensure campus event venues and E&CS resources and inventory such as furniture, electronic signage, and A/V equipment are clean, orderly, well maintained, and operable.
* Troubleshoot technology and equipment issues as necessary and train event coordinators on the use of E&CS resources.
* Request work service from internal and/or contracted labor specialists when necessary. Ensure maintenance work is completed as requested and work through service issues as needed.
* Coordinate and support all facets of summer conference program, working closely with conference groups on scheduling, contracts, housing, and facility access and use.
* Schedule student employees according to event schedule and set-up needs and assist Assistant Director of E&CS with supervision, training, and direction of student staff, development of student employee job descriptions, posting of positions, and reviewing and approving timesheets.
* Maintain departmental records, prepare invoices, process invoices, prepare expense reports, order supplies and equipment, and other administrative duties as assigned.
* Prepare and post information to Workplace, social media channels, and web pages as needed regarding E&CS updates, adjustments to services, upcoming deadlines, etc.
* Serve as back-up for Assistant Director of E&CS as needed.

**QUALIFICATIONS**

**Required:**

* A high school diploma or the equivalent is required.
* Three years of general office experience and/or experience in event venue support or event planning/coordination. Preference given for experience planning events in a university or non-profit setting.
* Computer and technology expertise, including proficiency in Microsoft Office Suite.
* Ability to self-start, work independently, problem solve, take initiative, set priorities and handle multiple projects efficiently and effectively to meet the goals and objectives of Event & Conference Services.
* Flexibility in responding to competing program responsibilities. Ability to make decisions in ambiguous situations and exercise good judgment based on information and analysis in a fast-paced, dynamic environment.
* Strong interpersonal and customer service skills.  Demonstrated ability to build and maintain positive relationships.
* Demonstrated organizational skills and attention to detail.
* Availability to work flexible hours to accommodate E&CS events, including some nights and weekends.

**Preferred:**

* Experience with an online calendar management system such as 25 Live or similar digital solutions.
* Experience with and knowledge of audio-visual equipment.

**WORKING CONDITIONS**

**SCHEDULE**:  This is a non-exempt position and your expected work schedule is generally Monday through Friday with some night and weekend hours to accommodate events.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 50 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 50% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

SUPERVISION RECEIVED: General supervision is received by the Senior Director.

SUPERVISION EXERCISED: Functional supervision is provided to student worker(s)

**EXPECTATIONS**

The incumbent is expected to have or possess:

* Ability to cultivate and maintain positive working relationships with internal and external partners. Demonstrated ability to provide timely and proactive customer service and communicate effectively with all parties. Able to quickly build strong working relationships and networks in order to support E&CS initiatives.
* High level of integrity, team orientation, professionalism, and trustworthiness. Places and upholds a high value on ethical standards and treating others with dignity and respect.
* Skills in explaining departmental policy and procedure to a variety of audiences and providing training on those policies, procedures, and other topics to the university community.
* Advanced knowledge of Microsoft Office and Google Suite software programs.  Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to type, compose and edit correspondence, memos, letters, agendas and reports; revise schedules, forms, reports, records, and other information; prepare statistical information for use in reports.
* Ability to edit work for spelling and grammar, present numerical data effectively, and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and to be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engages in personal and campus wellbeing.
* Carry out all responsibilities and objectives in a professional manner.
* Maintain professionalism when dealing with all staff and other customers while fostering positive working relationships.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |