



Posted: 10/21/2025

Salary Range: \$43,074.00 - \$47,860.00

Status: Exempt, Full-time

[The College of Idaho](#) is seeking an experienced and dynamic **Event Specialist** to lead our event coordination efforts. This key role is responsible for the complete lifecycle of on-campus events, from initial outreach to external organizations and individuals to final execution. The Specialist will secure venue bookings, manage necessary services, and collaborate with campus partners to plan and design a diverse range of occasions. These include critical academic functions as well as signature events like the Scholarship Gala and Commencement. The Specialist will also supervise a team to ensure flawless operations, personally overseeing audiovisual needs, and managing the detailed setup and teardown processes for all events to deliver exceptional client service.

The Event Specialist is central to campus coordination, serving as the primary liaison between various campus departments and external organizations to align scheduling, resources, and support. This role demands comprehensive ownership of the event process, from initial booking and detailed planning to post-event billing and reporting. Key operational responsibilities include managing the event management software for scheduling, producing detailed timelines, and creating accurate room layout diagrams. The Specialist will also execute financial procedures, including invoicing and budget reporting, and must be adept at supervising setup and teardown, ensuring all service and technical needs, including audiovisual equipment troubleshooting, are met. Given the nature of the role, flexibility is essential, requiring availability to work special events during evenings and weekends, particularly throughout the summer.

The ideal candidate will possess a Bachelor's degree or a minimum of three years of proven success in event planning or hospitality. This must include a strong background in event logistics, such as budgeting, timeline management, and vendor negotiation. Proficiency in event management software and the Microsoft Office suite is required, along with a working knowledge of audiovisual and computer equipment for presentations. The successful candidate must demonstrate exceptional soft skills, including excellent communication, a highly detail-oriented approach, and the ability to professionally prioritize and manage multiple projects under time constraints. A strong work ethic, exceptional customer service, and adept problem-solving abilities are essential. Finally, candidates must be physically capable of standing for long periods and regularly lifting up to 50 pounds.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current, valid driver's license is also required, and candidates must be vehicle insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to [hr@collegeofidaho.edu](mailto:hr@collegeofidaho.edu). Review of applications will begin immediately and continue until qualified candidates are selected. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is a [mission-driven community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.