

Posted: 08/25/2022

Annual Salary: \$35,568.00 - \$41,032.00

Status: Exempt, Full-time



[The College of Idaho](#) invites applications and recommendations for an **Event Specialist**. As a member of the [College Relations](#) team, the *specialist* is responsible for scheduling venues, coordinating event services and logistical support, and working with event coordinators to help plan and design events for The College of Idaho. This position brings together event management and production expertise to create value for our clients. Academic events, student events, and signature events (such as the Scholarship Gala and Commencement) are the heart of what the Event Specialist coordinates and helps produce during the academic year. Additionally, this position schedules on-campus facilities and grounds; coordinates and facilitates summer conferences, and assists in the set-up, breakdown and general execution of audio visual and event functions on or off campus.

The Event Specialist position provides exceptional customer service that requires the ability to effectively interact with a diverse population. Monitor and maintain inventory and equipment, as well as plan, execute, and coordinate required staffing for set-up and breakdown for events. This position requires administrative abilities to enter and maintain clear and complete records, manage billing, invoicing, and generate reports.

The successful candidate will have the ability to foster a positive working environment, encouraging feedback and innovation. They will possess a comfort level in learning new technology, and demonstrated ability to troubleshoot basic audio visual and technology functions used in events settings. Previous experience in event management, summer conference services and/or event coordination across sectors of for-profit or non-profit organizations. A bachelor's degree is preferred, as well as experience working in a college setting and managing campus operations.

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 candidate must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

With over 125 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive 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 committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.