

Posted: 03/14/2019

Hourly range \$14.98-\$16.65

Status: Full-time



The College of Idaho invites applications for an **Event Operations Coordinator**. As part of the Special Events and Conference Services team, the Event Operations Coordinator is responsible for scheduling all on-campus facilities and grounds; coordinates and assists campus entities in logistics planning; coordinates and facilitates summer conferences, data entry in EMS for all internal clients, provides administrative office support, such as invoicing, and aging; assists and provides back-up to the Director of Special Events & Conference Services. In addition the Events and Operations Coordinator will support the Special Events and Conferences department in the planning, logistics, design, set-up, breakdown and general execution of functions of The College of Idaho events (on and off campus), and for clients renting The College of Idaho venues.

Essential Functions

- Coordinate scheduling for campus facilities and grounds
- Facilitate clear communication among academic and administrative personnel concerning the scheduling of facilities on campus
- Plan, staff, and attend regular meetings with College departments (e.g. Alumni, Admissions, Student affairs, Facilities, and Bon Appetit) to discuss and plan events scheduling and equipment needs
- Assist in the set-up and breakdown of functions
- Assist with coordination of equipment and personnel needs for each event
- Assist with capital campaign events
- Maintain event inventory
- Create set-up maps for internal events; coordinate set-ups with Facilities staff
- Check rooms for readiness, cleanliness, and maintenance issues at least twice a month
- Execute billing procedures agreed upon with the College's business office for internal event charges
- Collaborate with the Marketing and Communications staff regarding the advertising of upcoming events
- Responsible for scheduling events and managing event production logistics for academic programs and student events occurring during the academic year.
- Coordinates closely with other departments, and initiates efficient and customer-focused processes and procedures.
- Generates business reports, budget spreadsheets, facility usage reports
- Communicates with a high-volume of faculty, staff, students and external clients regarding use of College facilities, event management policies, procedures, fees, and requirements
- Works at select special events, during evenings and/or weekends (especially during summer months) to support conferences and special events as required
- Uses computer software to produce event timelines, room layout diagrams, budget spreadsheets, business analysis reports, facility rental contracts, invoices, email correspondence, etc.
- Utilizes The College of Idaho's centralized space scheduling system (EMS)
- Schedules internal College of Idaho events, processes Web Requests EMS room requests, and coordinates event logistical support consistent with the mission, strategic initiatives, values, and event management policies of The College of Idaho
- Schedule setup and strike schedules.
- Attend and supervise student, staff and faculty events as needed.
- Ensure all services, staff, and spaces are ready for events 30 minutes prior.
- Assist and provide back-up to the Events Director

Administrative support

- Enter and maintain clear, complete records of events and activities
- Maintain facility usage and rental calendar

- Answer phones and manage events e-mail account
- Research & pull mailing lists (manual and imports)
- Compile weekly meeting agenda for related events
- Coordinate bulk mailing lists
- Create spreadsheets
- Submit payment requests to Business Office
- Responsible for invoicing, ageing, and payments
- Take meetings notes for distribution to attendees as well as keeping historical records of event planning
- Monitors inventory and purchases office supplies
- Organize staff work room, cabinets, kitchen, storage areas and general office space
- Ensures College facility use is consistent with The College of Idaho policies
- Assist and provide back-up to the Director of Special Events & Conference Services and Special Events Coordinator
- Additional duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office suite
- Experience with, or ability to quickly learn, EMS, Colleague Advancement, AuctionTracker, and other software programs
- Excellent communication skills, both oral and written, in English
- Proficient in providing exceptional customer service to a wide variety of clients
- Must be self-motivated, willing to work independently
- Must be extremely detail oriented while adhering to guidelines, performance standards and policies
- Demonstrate ability to prioritize and manage multiple projects with frequent interruptions and under time constraints with professionalism, speed and accuracy
- Ability to foster a positive and motivating work environment, encouraging feedback and innovation
- Ability to operate independently while establishing strong working relationships with Co-workers and cross-functional teams
- Must be an adept problem-solver
- Must possess a strong work ethic and unquestioned personal integrity

Qualifications

- High school diploma or equivalent required; Bachelor's degree preferred
- A minimum of 2-3 years of event management experience, summer conference services and/or event coordination experience across sectors of a for-profit or non-profit organization
- Flexible work schedule allowing for evening and weekend events
- Experience in a university setting and managing campus operations preferred
- Demonstrate ability to generate reports, calendars, provide detailed accurate written or verbal instructions, and create illustrated room layout diagrams
- Able to lift and carry up to 40 pounds unassisted, and walk up/down flights of stairs
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

The College of Idaho values personal attention and collegiality, thus a familiarity with and understanding of a small and residential campus are highly desirable. A sincere interest in students, excellent communication skills, and support of the College's mission are also required.

To apply please submit a cover letter addressing qualifications for the position, a resume, and the names and contact information of three references, two management and one professional, to hr@collegeofidaho.edu. **Application review will begin immediately.** Applications will be accepted until suitable candidates are selected. To learn more about The College of Idaho, please visit www.collegeofidaho.edu.

The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.