ANNOUNCEMENT OF POSITION VACANCY
Event Coordinator – University Center

SUMMARY: Reporting to the Director of University Center, the Event Coordinator is responsible for developing and servicing both on-campus and mainly off-campus University Center (UC) clients. Works as a liaison between a variety of off campus clients and on campus community to assure successful event executions. The coordinator works directly with the UC director to plan and oversee events, including evenings and weekends, and ensures outstanding customer service. In addition, this coordinator develops marketing publications, serves on committees and works closely with clients and campus needs to optimize usage of UC space.

Some of the Event Coordinator’s essential duties and responsibilities include:
1. Proactively researches, coordinates and implements UC marketing strategies and materials to promote the UC and other campus venues to generate interest among clients.
2. Schedules all client meetings, events, and room reservations. Generates layouts and rate quotes.
3. Manages client events by understanding the scope of the event, time lines, and by determining facility and technology needs. Communicates client needs and is the onsite event contact for large evening and weekend events.
4. Responsible for creating timely and accurate invoices for clients.
5. Works directly with Catering Services on clients’ food requests.
6. Assists in the recruiting, hiring, and supervision of the UC student utility crew.
7. Reviews event sheets to familiarize self with events and meetings occurring in the UC; ensures that facility appearance and event setups are consistent with requests. Coordinates technical, facility, and custodial needs during evening/weekend hours’ usage.
8. Understands how to work all Audio Visual (A/V) equipment within the building, and ensures that all UC staff and students are able to use the systems. Manages A/V equipment inventory, maintenance and repair.
9. Cross trains in executing large on-campus client events in order to provide backup support for the department.

REQUIRED EDUCATION & EXPERIENCE:
1. Bachelor’s degree from an accredited institution
2. A minimum of one year of experience in event planning and management
3. Demonstrated experience in budget, marketing, and personnel
4. Experience with and knowledge of A/V technology
5. Excellent customer service, communication, organization, and problem solving skills
6. Attention to detail and ability to manage multiple tasks at the same time
7. Sound computer and administrative skills
8. Demonstrated ability to positively represent the UC and Colorado Mesa University
9. Flexibility to work many evenings and weekends

DESIRED QUALIFICATIONS/EXPERIENCE:
Familiarity with office procedures and scheduling software such as College Net 25 Live

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative appointment.
SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by September 15, 2016.

APPLICATION:
Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:
Event Coordinator – University Center Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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