Title: Event Services Coordinator

Essential Function

Under general supervision from a designated administrator, accepts and schedules reservations for the Tangeman University Center and other campus facilities and makes arrangements for audio-visual, other equipment, and room set-ups.

Characteristic Duties

- Manage the daily operations of the Scheduling office. Accept and schedule reservations with a campus-wide scheduling system.
- Lead coordination of all student events at the Tangeman University Center (TUC) and other events as required.
- Serve as primary event liaison to University departments.
- Assist in the coordination of major University annual events including, but not limited Orientation, Welcome Week, Homecoming, Veterans Day Ceremony, Greek Week, Cincinnatus, Science Fair, etc.
- Serve on several major events committees and the Use of Facilities Committee.
- Develop and ensure compliance of policies and procedures. Compile facility usage reports.
- Process event and vendor billing for TUC and other campus facilities used during non-academic times.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR-five (5) years experience. Experience must be in events planning.

Last updated: August 2012