

JOB DESCRIPTION



Position Title: Events Management Specialist

Department: Community Engagement

Employment Category: Non-Exempt Staff

Primary Location: Douglas Campus

FLSA Classification: Non-exempt

Remote Work Eligible: No

Parameters: 40 Hours/Week; 12 Months/Year **Pay Grade:** NE06

Position Summary: The Events Management Specialist is responsible for assisting with room scheduling and event planning for internal and external clients, ensuring high-quality, successful events, and for the coordination of services, including maintenance, technology services, and catering requests.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Performs exceptional customer services for students, employees, and the public by serving as department receptionist, responding to calls concerning event planning, room scheduling, catering, support services, etc.

Assists internal and external clients with the room reservation process, planning of events, ensuring proper work orders and details are managed to deliver successful events

Assists department chair in creating and maintaining semester schedules including classes, room and instructor assignments; monitors enrollment and prepares letters of appointment for adjunct faculty and faculty overloads; maintains the master textbook list; provides support to division faculty on both the Douglas and Sierra Vista campuses.

Serves as a point of contact for internal departments and external organizations for facility reservations and management of facility usage fees, and contract requirements, establishing event timelines and coordinating with support services to ensure efficient and professional event management

Provides project and organizational support to department staff through maintenance and tracking of information, performing data entry and verification, ensuring data integrity, processing mail and correspondence, compiling periodic reports, performing routine, copying and filing, maintaining office supplies inventory, etc.

Maintains department fiscal records, including processing of purchase and travel requisitions, purchase orders, invoices, etc. and reconciliation of budgets, investigates vendor issues as needed; reconciles and files purchase card transactions for the director and other department staff as required. Oversees and supervises student employees

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Two years related experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment
Knowledge of general office management practices
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
Ability to work accurately, efficiently, and effectively with all types of data
Ability to work under pressure with frequent interruption

Work Environment: Work is primarily performed under general supervision in an office setting appropriate climate controls and outdoors in a variety of climatic conditions. Travel, early morning, evening, and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds; requires a good deal of walking or standing

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Campus Dean

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.