



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Events Manager</i>	EEOC Job Classification	First/Mid-Level Officials and Managers
		FLSA Classification	Non-exempt
Department	Admissions	W/C Classification	8868 – Administration/Faculty
Reports To	Chief Enrollment Officer	Effective Date	9/20/2021

SUMMARY
Advance the mission and vision of TMUS by overseeing campus events making sure they have a consistent look and standard of quality. Primary liaison with Admissions and external constituents for conferences, workshops, and other campus-wide special events. Develops and maintains professional relationships with internal and external constituencies.

ESSENTIAL JOB FUNCTIONS
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. <ul style="list-style-type: none">• Foster coordinated campus-wide event planning efforts with members of the leadership team, departments, and external community as appropriate to admissions events.• Plan, schedule, and coordinate logistical activities for Admissions special events which may include arrangements for registration, meeting facilities, meals, audiovisual equipment and operators, and tours.• Evaluate program/event histories, budget considerations, contractual provisions, and planning committee recommendations to determine requirements as to space, facilities, technology, equipment, lodging, catering, and on-site management.• Coordinate the activities of volunteers, staff, and students, to include training, scheduling and work allocation, and problem resolution; motivates volunteers, staff, and students to achieve peak productivity and performance.• Coordinate development of marketing materials for meetings, conferences and Admission events.• Other duties as assigned

QUALIFICATIONS
<ul style="list-style-type: none">• Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.• Excellent written and verbal communication skills• Strong organizational and interpersonal skills• Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.• Exercise confidentiality, good judgment and discernment.• Must successfully pass a background investigation.• Knowledge of the hospitality industry.

SUPERVISORY RESPONSIBILITY

- Assign, plan, and oversee the work of Admission Student Employees.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.
- Train employees, verify timecards, and monitor budget.
- Complete employee evaluations and help maintain up to date job descriptions.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least two-years' experience in an event planning role.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There may be some travel required for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.