



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<i>Campus Events Manager</i>	<b>EEOC Job Classification</b>	First/Mid-Level Officials and Managers
		<b>FLSA Classification</b>	Exempt
<b>Department</b>	Admissions	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To</b>	Campus Events Manager	<b>Effective Date</b>	7/1/2020

SUMMARY
Oversee campus events making sure they have a consistent look and standard of quality. Primary liaison with departments 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"><li>• Fosters coordinated campus-wide event planning efforts with members of the leadership team, departments, and external community as appropriate to the event.</li><li>• Plans, schedules, and coordinates logistical activities for campus-wide special events which may include arrangements for registration, meeting facilities, meals, audiovisual equipment and operators, and tours.</li><li>• Evaluates 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.</li><li>• Serves as primary liaison with internal and external constituencies on all matters relating to program activities; represents the University with respect to program activities on a local, regional, and/or national basis.</li><li>• Coordinates 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.</li><li>• Coordinates the various marketing materials, to include brochures and flyers, for meetings and conferences</li><li>• Other duties as assigned</li></ul>

QUALIFICATIONS
<ul style="list-style-type: none"><li>• Excellent interpersonal communication skills</li><li>• Knowledge and understanding of meeting and event planning principles, requirements, procedures, and available resources.</li><li>• Skill in budget preparation and fiscal management.</li><li>• Ability to gather data, compile information, and prepare reports.</li><li>• Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.</li><li>• Strong interpersonal and communication skills and ability to establish effective business relationships with external contractors.</li></ul>

- Ability to perform complex tasks and to prioritize multiple projects with skills in organizing resources and establishing priorities.
- Knowledge of the hospitality industry.
- Skill in organizing resources and establishing priorities.
- Knowledge of conference facilities, technology, and equipment.
- Ability to make administrative/procedural decisions and judgments.
- Ability to plan, organize, and facilitate a range of special events.
- Knowledge of cost analysis techniques.

## **SUPERVISORY RESPONSIBILITY**

This position supervises all Event Staff employees in the Admissions department. This position is responsible for hiring, terminating and performing annual performance evaluations for all Event Staff personnel.

## **EDUCATION AND EXPERIENCE**

### **Minimum requirements for this position:**

- Bachelor's degree or equivalent.
- At least three years experience in event coordination or equivalent.
- Proficient in Microsoft Office Suite; Word, Excel, Outlook.

## **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.

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