



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Event Coordinator</i>	Wkly. Hrs./Weeks:	<i>40 hours/week 52 weeks/year</i>
		Pay Grade:	<i>Pay rate</i>
Department:	<i>Student Services 5050</i>	Classification	<i>FT Regular</i>
Reports To:	<i>Director of Admissions and Student Relations</i>	Effective Date:	<i>July 1, 2018</i>

SUMMARY

The Event Coordinator oversees all TMS events, making sure they have a consistent look and standard of excellence. This position works under the Director of Admission and Student Relations but interacts with other departments who put on events as well. The event coordinator works with the Director of Staff Development to execute staff events that provide an excellent working environment. This position serves as the primary liaison with departments, and external constituents for conferences, workshops, and other campus-wide special events. The Event Coordinator is responsible to develop and maintain professional relationships with internal and external constituencies.

- ESSENTIAL DUTIES**
- Examples of events this position manages:
 - Orientation, New Student Picnic, International Student Picnic, TMS Shepherds' Conference events, Preview Weekend, Donor Events, Alumni Events at large conferences, Graduation, Staff Christmas Party, Faculty Retreat, and Staff Appreciation Events.
 - Create a clear process for events to be executed.
 - Build relationships with vendors (catering, venues, rentals, etc.).
 - Manage the TMS events calendar.
 - Travel when necessary (1-2 times per year).
 - Fosters coordinated seminary-wide event planning efforts with members of the leadership team, departments, and external community as appropriate to the event.
 - Plans, schedules, and coordinates logistical activities for seminary-wide special events, which may include arrangements for registration, meeting facilities, meals, audiovisual equipment and operators, and tours.
 - Serves as primary liaison with internal and external constituencies on all matters relating to program activities; represents the Seminary with respect to program activities on a local, regional, and/or national basis.
 - Coordinates various marketing materials to include brochures and flyers for meetings and conferences
 - Other duties as assigned.

- COMPETENCIES**
- Attention to detail.
 - Excellent interpersonal communication skills.
 - Event coordinator experience preferred.
 - Creativity.

- Knowledge and understanding of meeting and event planning principles, requirements, procedures, and available resources.
- Skill in budget preparation and fiscal management.
- Ability to gather data, compile information, and prepare reports.
- Ability to use independent judgment and manage and impart information to a range of clientele and/or media sources.
- Ability to perform complex tasks and to prioritize multiple projects with skills in organizing resources and establishing priorities.
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- Knowledge of conference facilities, technology, and equipment.
- Ability to make administrative/procedural decisions and judgments.
- Knowledge of cost analysis techniques.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMC&S and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Must be able to get along with co-workers and the public.
- Education: Bachelor's degree preferred.
- Experience: 3+ years in office administration in an educational institution preferred
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Have computer proficiency.
- Basic mathematics and accounting knowledge is necessary.
- Excellent oral and written command of the English language is required.
- Ability to compose, proofread and edit correspondence.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

WORKING CONDITIONS

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University & Seminary policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.

2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

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.

APPLICATION PROCESS

In order to be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/campuslinks/employment.aspx>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.