

BREVARD COLLEGE

BREVARD, NORTH CAROLINA

Central Scheduling and Event/Conferences Coordinator

POSITION SUMMARY:

Experienced take-charge, professional with ability to manage administration and logistics of campus events, summer conferences/meetings and calendars. Must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work occasional evenings and weekends. The Central Scheduling and Event/Conferences Coordinator should have a love for special event management, provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers. This position is a full-time, non-exempt hourly position with benefits.

QUALIFICATIONS:

Education, Experience, Training:

A high school diploma is required. Bachelor's degree preferred. Advanced computer skills, including proficiency in MS Office products, and ability to learn new software are required.

Knowledge, Skills, Ability:

- Strong interpersonal skills (oral and written) needed to work with diverse constituencies
- Ability to organize, implement and coordinate activities and make recommendation for improved process
- Ability to manage multiple projects and work on assignments with a variety of staff and volunteers
- Ability to accomplish projects with minimum supervision

Physical Requirements: Light work – exerts up to 20 lbs of force occasionally. Stooping, kneeling, reaching, repetitive motors

ESSENTIAL FUNCTIONS:

- Assist with negotiations for space contracts and book event space.
- Work with the Director of Dining Services to arrange food and beverage
- Work with Technical Director for sound and other technology needs.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Create and revised room layouts for each event.
- Propose new ideas to improve the event planning and implementation process.
- Serve as liaison with vendors on event-related matters.
- Assist with managing on-site production and clean- up for events as necessary.
- Close out all events as required.
- Recruit new conferences for summers.

- Assist with preparing budgets and provide periodic progress reports for each event project.
- Keep track of event finances including check requests, invoicing, and reporting.
- Coordinate appointments and visits to see our space, and scheduling of events on the calendar.
- Prepare and modify event contracts as requested
- Create and maintain a campus master calendar for events and building use
- Coordinate set-ups for events with student workers
- Work with communications department to advertise and promote events (as needed)

SUPERVISORY RESPONSIBILITY:

None

AUTHORITY/ACCOUNTABILITY:

Works under minimum supervision

Qualified candidates should send cover letter and resume to the Director of Facilities, Brevard College, 1 Brevard College Drive, Brevard, NC 28712 or email to koffmala@brevard.edu.

Review of applications will begin immediately and will continue until the position is filled. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all final candidates being considered for employment.

Additional information is available at the College web site, www.brevard.edu. Brevard College seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply. Brevard College is an Affirmative Action, Equal Opportunity Employer.