Position No.  

Date: 8/21/2015

STETSON UNIVERSITY

JOB DESCRIPTION

POSITION TITLE:  Boundless Learning Event Coordinator & Administrator

JOB CLASS:  Staff  
SUPERVISOR:  Director of Celebration Center & Assist Dir of Boundless Learning

CLASSIFICATION:  Full Time  
LOCATION:  Celebration

SUPERVISORY:  No  
DEPARTMENT:  Boundless Learning

POSITION OVERVIEW:  Under the supervision of the Director of the Celebration Center and the Assistant Director of Boundless Learning, this position will organize all needs for Boundless Learning’s first impression including academic, lifelong and corporate events.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:  Associates degree or equivalent work experience required; Bachelor degree is preferred; proven office management, customer service, and computer skills, including filing and keyboarding; evidence of effective communication and interpersonal skills, including excellent telephone skills and demonstrated success in public contact; computer experience including specific knowledge of Microsoft Office tools and use of MS Word, Outlook, Power Point, Excel, and Access; general knowledge of, interest in, and appreciation for educational programs; demonstrated initiative, high work standards, ability to work independently with persons in own organization, and in community organizations. Excellent organizational and communication skills are required. Ability to handle multiple tasks simultaneously and attention to detail is a must. Individual needs to have previous event management experience.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:  Coordinating Boundless Learning Conferencing includes: Responsible for organizing and servicing internal and external Boundless Learning/Celebration Center events; Collaborates with the Celebration Center Concierge, Boundless Learning staff, faculty and the graduate program staff to ensure that the logistics and services for events are handled in a professional and timely manner; Conducts facility site tours for prospective clients; Schedules events and enters information on appropriate calendars; Provides phone/email support to event planners throughout planning stages and during actual event and for reviewing upcoming needs with staff at weekly mini meetings. This includes food, room, and break room set-up; preparation and clean-up on a daily basis for the event, getting boxed materials to the appropriate class, and coordination of technical requirements, as stated in the signed FEA; Finds and files logos and makes welcome/room signs; Receives and stores packages sent for upcoming classes; Checks to be sure that meeting rooms are set-up correctly, with the proper equipment and amenities, prior to the start of the meeting. Greets the host upon their arrival and ascertaining any new requests; Reviews all events for the upcoming period of time by carefully examining calendars to ensure all requirements and needs of Boundless Learning/Center clients are being met; Acts as liaison to event instructors and maintains contact throughout the event. Follows-up for all paperwork/requirements, attaching FEA calendars and filing copies of same in folder on shared drive; up to and including book orders, scheduling of
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needed classrooms, room setup/breakdown, follow up phone calls with instructors/students, sourcing and negotiating program logistics and FEA agreements; Maintain “room assignment” calendar for the ELS Program and serves as contact person regarding other scheduled activities; Checks all rooms weekly for any maintenance and/or cleaning needs.

Provides support to Boundless Learning/Center Director and Assistant Director as needed, This position will include site visits to various locations throughout Central Florida for the location support of the events/programs: Research and recommend event housing, catering- food/beverage service and transportation. Will also contribute support to the Boundless Learning/ Center and its Staff by: Providing receptionist duties by answering questions from call in inquiries/“walk in” visitors to the Center and giving direction as needed; Serving as back up to the staff in their absence; Plans and purchases food as necessary, keeping pantry stocked with basics and items required for upcoming events and maintaining a semblance of order in the pantry and kitchen areas. Answer emails and voicemails as needed.

WORKING CONDITIONS: Requires some physical effort, i.e., some standing and walking, frequent light lifting (5-10 lbs.); some carrying moderate weight (12-20 lbs); and the operation of office equipment in which manipulative skills and eye-hand coordination are important ingredients of productive operations. Tasks may involve extended periods at a keyboard; perceptual demands for sound, form, texture and depth.

APPLICATION PROCEDURE: Please submit a letter of application, which address the qualifications, a resume, and/or application, with names, addresses, and telephone numbers of three professional references to Stetson University, Inc.; Office of Human Resources; 421 N Woodland Boulevard, Unit 8327, DeLand, FL 32723. FAX: (386) 822-7562 E-MAIL: humres@stetson.edu. Complete application, available online.

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