BASIC JOB DESCRIPTION: Under the supervision of the Director of the Celebration Center, this position will organize all needs for the Celebration Center’s first impression including academic, lifelong and corporate events.

QUALIFICATIONS: Associates Degree or equivalent work experience required; Bachelor degree is preferred; proven office management, human resource, 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: Support for Conferencing and/or Center Events includes:

- Responsible for servicing each facility event (room, food/beverage service, catering needs, signs, etc.) 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; Works in conjunction with the Center Concierge and the EMBA staff to ensure that the food events for their areas are handled in a professional and timely manner; Schedules events and enters information on Center calendar; Conducts facility site tours for prospective clients; Plans and purchases food as necessary, keeping pantry stocked with items for upcoming events as well as the basics at all times. (This includes maintaining a semblance of order in the pantry and kitchen areas.); Follows-up for all paperwork/requirements, attaching FEA to Center calendar and filing copies of same in folder on shared drive; Finds and files logos and makes welcome/room signs; Provides phone/email support to event planner throughout planning stages and during actual event; 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. Checks all rooms weekly for any maintenance and/or cleaning needs. Greets the host upon their arrival and ascertaining any new requests; Reviews all events for the upcoming period of time by carefully examining Center calendar to ensure all requirements and needs of Center clients are being met; Acts as on-site liaison to instructor and maintains contact throughout the event. Will also contribute Support to the Center and its Staff by: Serves as back up to the Office Manager in her absence; Provides Receptionist duties by answering questions from call in inquiries/“walk in” visitors to the Center and giving direction as needed; Provides support to the Director of Continuing Education as needed, up to and including book orders, scheduling of needed classrooms, room setup/breakdown, follow up phone calls with instructors/students, and FEA agreements; Coordinate purchasing of materials with the purchasing department at Stetson University – Main Campus; Maintain “room assignment” calendar for the ELS Program and serves as contact person regarding other activities scheduled at the Center; Answer emails and voicemails as needed.

WORKING CONDITIONS: Requires some physical effort (i.e., standing and walking, frequent light lifting (5-10 lbs.), and manual dexterity in the use of fingers or limbs in the operation of office equipment; extended periods of time at a keyboard, perceptual demands for sound, form, texture and depth, occasional hours outside the normal University schedule.

APPLICATION PROCEDURES: Please submit a letter of application which addresses the qualifications, a resume/vita, and the 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 32720. Review of applications will begin immediately and continue until the position is filled. Email: humres@stetson.edu Fax: 386-822-7562

Stetson University is an Equal Opportunity Employer that affirms cultural diversity and inclusion as a core value of academic excellence at Stetson University. We are committed to achieving equal access in education, employment, and participation through the recruitment and retention of outstanding faculty, staff, and students from diverse backgrounds, and to meaningful academic and intellectual transformation in curriculum, research and service. We are dedicated to actions and policies that foster a community in which individuals with various identities, cultures, backgrounds, and viewpoints work together to create opportunities for engagement through rewarding and fulfilling careers and personal experiences in a culturally and racially diverse society and a globalized world. We strongly encourage members of historically under-represented and economically-disadvantaged groups and women to apply for employment. Stetson University is an EEO, ADA, ADEA, and GINA employer.