UNIVERSITY MARKETING
DIRECTOR OF UNIVERSITY EVENTS
OPENING DATE: September 24, 2014
CLOSING DATE: Until Filled
FULL-TIME: with benefits

BASIC JOB DESCRIPTION: The director provides leadership, professional expertise, and budgeting in the planning and implementation of university events. The director uses the many resources available in University Marketing to deliver high quality events for a spectrum of campus partners including the Office of the President, Board of Trustees, Enrollment, Development, Athletics, and university events (Commencement and Convocation).

QUALIFICATIONS: Bachelor’s degree in English, Journalism, Hospitality Management or equivalent education/experience. Minimum 5 years’ experience working on events with increasing responsibility.

ESSENTIAL JOB FUNCTIONS: Imagine, plan, and staff events that advance the mission of the university. Represent the university in a professional manner. Arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements (if necessary), order event signs, and ensure appropriate décor to meet the quality expectation. Conduct research, make site visits, and find resources to help staff make decisions about event possibilities. Ability to use budgeting models to plan, monitor and forecast costs and plan for future events. Work with in-house marketing staff to create collateral (print and digital) for events. Manage time wisely and work ahead on events. Juggle multiple events and projects at the same time, assuring quality with each. Close out events appropriately by keeping meticulous files on each including after action analyses. Manage assistant director and other staff to maximize impact on events. Routinely work outside the normal daily work schedule. Excellent communication skills including writing, proof reading, and speaking.

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

TO APPLY: Nominations and applications will be accepted until the position is filled. Applicants, please forward a letter of interest outlining how you meet the requirements of the position, a copy of your resume, and/or Stetson University application form with salary history and three professional references to: Office of Human Resources, 421 N. Woodland Blvd, Unit 8327, DeLand, FL 32720. FAX: (386) 822-7562. EMAIL: humres@stetson.edu.

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.