



# EMPLOYMENT OPPORTUNITY

*Open until filled*

**Date: October 8, 2013**

**Anticipated Start Date: ASAP**

## **Job Title: Event Services Coordinator**

**Reports To: Director of Resource Services**

**Job Description:** This position provides assistance to the Director of Resource Services through the planning, coordination, and general oversight of all campus events, as well as assisting in the administration of other resource services for the overall aid in maximizing the effectiveness and efficiency of campus operational functions.

### **Principal Responsibilities:**

#### **Campus Event Coordination (35% of overall duties)**

**Objective:** To aid in the conceptualizing, planning, managing the details of each event, and enacting of all the campus-wide and departmental events to insure a university standard in all events.

#### **Responsibilities:**

- Collaborate with all University departments in planning each event
- Assist in creating set-up diagrams for areas of facility usage
- Provide assistance during the actual event
- Act as the liaison between each service departments as the one point of contact for the requester
- Attend all planning meetings for specific events
- Manage event specific information and communicate necessary information to be processed through the appropriate scheduling services.
- Be the initiating party in scheduling planning meetings and other necessary meeting/actions connected to campus events
- Prepare and manage the event specific timeline to be applied for the entire event process

#### **Campus Scheduling (25% of overall duties)**

**Objective:** To function as the primary campus facility scheduler as an event service for campus usage.

#### **Responsibilities:**

- Access the master schedule to coordinate general inquiries, special events, and guest usage
- Handle all data entry for special events and class scheduling
- Manage campus event inventory through insuring the proper storage and placement of all campus event resource items, as well as providing a periodic inventory check to insure an accurate inventory
- Function as a team lead in supervising student staff when their services pertain to special events and set-ups
- Collecting and communicating all information pertaining to each event to the appropriate departments

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**MULTNOMAH UNIVERSITY**

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

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### **Special Event Set-up Coordination (25% of overall duties)**

**Objective:** To function as the primary oversight of all special event and chapel set-ups.

**Responsibilities:**

- Gather information from event requestor or department head
- Utilize student staffing and general office hours to ensure each special event and chapel set-up is done correctly and as efficiently as possible
- Once the special event or chapel has ended, the ERC is responsible for ensuring each location is reset to the standard operating set-up configuration

### **Guest Relations/Guest Group Administration/Guest Group Host (10% of overall duties)**

**Objective:** To provide effective and efficient customer service, act as the host, and foster good relationships with all guests who use the campus facilities.

**Responsibilities:**

- Field all calls for guest usage of facility, including guest groups and student inquiry/recruiting vendors
- Foster relationships with potential guest groups
- Meet with guest group leaders to collect all information about their usage of the facility
- Create set-up diagrams for areas of facility usage
- Continually communicate with guest group leaders through emails, confirmation letters, and phone calls
- Coordinate with guest group leaders all usage of campus resources during event
- Verify preparedness of rooms, facilities, etc. as requested prior to guest arrival
- Host guest groups while on campus
- Serve as the main point of contact for the guest group leaders before, during, and after the guest event

### **Other Administrative Duties as Assigned (5% of overall duties)**

**Objective:** To assist in office management and administrative duties to enhance University events.

**Responsibilities:**

- Provide professional, service-oriented service when dealing with campus residents, co-workers, and the general public, whether assisting others on the phone, through email, or in person
- Research other event coordinating techniques and process at comparable institutions
- Run occasional errands off campus
- Maintain confidentiality as it pertains to FERPA
- Research and order products for the various reservations and events as necessary
- Assist the Director of Resource Services through other duties as assigned in the various service location on campus
- Be an active member of the Chapel Committee

### **Job-specific Requirements:**

- Bachelor's degree preferred; High School diploma required
- Prior event coordination preferred
- Individual needs to be a self-starter
- Skills in problem solving and decision making; flexibility and resourcefulness
- Be able to adopt a "go with the flow" way of thinking
- Administrative and organizational skills; experience and understanding of office procedures

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- Must possess excellent customer service skills
- Exhibit professional telephone etiquette
- Must be able to lift at least 50lbs unassisted
- Must be able to stand and/or work on one's feet for at least 3hrs at any given time
- Must possess confidence to interface with other departments and outside businesses
- Detail oriented; efficiency and ability to monitor simultaneous activities/multi-task and possess good time management
- Expertise with computer software applications, including Windows, Microsoft Outlook, Word, Excel, Visio, and Outlook
- Ability to carry a task/event through to completion and show an affinity for event planning
- Must be an effective and diplomatic communicator and a team player
- Be willing to use personal cell phone during working hours/special events on an "as needed" basis to aid in event coordination
- Ability to manage a flexible working schedule; may have occasional weekend & evening hours
- No more than 5% unpaid absenteeism
- Demonstrated initiative and mature work habits (including appropriate use of institutional time and resources for personal internet and phone usage per the director's discretion)

### **General Requirements:**

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a truly Christian college and seminary, and that not only teachers, but all employees, by the pattern of their lives, serve as role models to our students, all employment positions at Multnomah University contain the following statements relating to required personal qualities:

- The employee will have received Jesus Christ as his/her personal Savior. John. 1:12
- The employee will be in basic agreement with the institution's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living. 2 Tim. 3:16-17
- The employee will be a Christian role model in attitude, speech and actions towards others. This includes being committed to God's biblical standards for morality and sexual conduct. 1 Tim. 4:12, Luke 6:40, Col. 3:17, Titus 2:7-8, 1 Thess. 2:10 and 5:22.
- The employee will be a regular participant in a local, evangelical church.

**Full Time (40 hours) with Medical and Dental benefit options  
starting the first day of the month following the first 30 days of employment.**

**To Apply:** Application must be made to the DIRECTOR OF HUMAN RESOURCES. For full consideration complete an employment application (available online at [www.multnomah.edu](http://www.multnomah.edu)) and attach to a cover letter and resume. Please include the name, title and phone number of three references. Applicant must be willing to sign Multnomah's doctrinal and value statements. An interview may be arranged after your file is complete.

**After submitting your application if you have questions regarding this position please contact Bobby Howell, [bhowell@multnomah.edu](mailto:bhowell@multnomah.edu)**

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