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Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

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Non-Classified Opening

Event Scheduler/Coordinator

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of October 9, 2017 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$10.00 - \$12.00 hourly - Part- Time Temporary

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Incumbent will provides ongoing support to campus users of the scheduling system through training, maintenance, and troubleshooting. The Coordinator, assists the Assistant to the Vice President of Finance and Administration in ensuring maximum utilization of physical space resources for both academic and administrative units and facilitating location and relocation activities. The Coordinator, manages access and approvals for College storage facilities. This position has the potential to become a full time position.

EXAMPLE RESPONSIBILITIES:

1. Management Functions
 - Oversee communication with all departments affected by the operations of Conference and Event Services including the Food Services, Campus Security, Media Services, Educational Partners, and Community Events.
 - Provide necessary management of all booked conference and events, as well as serve as a resource to internal conferences, events and meetings.
 - Provides event scheduling for the College and general public by viewing and authorizing event requests, monitoring and tracking reservations and logistical information, providing logistical information to academic and administrative schedulers such as space, event description, and technical requirements, and determining when an event request requires further review.
 - Facilitates and coordinates changes to scheduled rooms by re-assigning rooms in the event of an emergency, assisting law enforcement authorities in locating classrooms or events, coordinating with Facilities Management concerning maintenance, building opening and closing, reassignment of department courses, and providing alternate schedule options for classes and events.
 - Provides assistance to campus units requesting access to storage, processes request forms, manages approvals, maintains records, assures storage is organized, and performs an annual audit of items stored.

- Report conference and special event details to the VPFA.
 - Be available to respond on site, as needed.
2. Conference Services Functions
- Markets and sells the CEI campus facilities to interested external groups.
 - Manage the Conference Services webpage content including the Upcoming Events page.
 - Pursue new prospective clients and opportunities in untapped markets for conferences at CEI.
 - Negotiates contracts with clients, assessing their requirements and ensuring excellent customer service.
 - Meet with clients as necessary to provide information and finalize all logistical details.
 - Be thoroughly knowledgeable with all college facilities, and develop and maintain all policies and procedures associated with events and conferences on campus.
 - Facilitates process improvements to ensure consistency and reliability for customer service programs.
 - Oversees the monitoring of insurance, rules and guidelines, contracts, and payments for all external and summer groups.
3. Special Event Functions
- Works closely with other departments and staff to develop and coordinate special events including the Office of the President, Development, Foundations, and the Scheduling and Facilities Committee.
 - Facilitate collaboration with each event to establish event timelines, facility space/venue and logistical details.
 - Manage and assign event details to appropriate team members as needed.
4. Performs other work-related duties as assigned.

MINIMUM QUALIFICATIONS:

1. A high school education is required; a Bachelor's degree is preferred with an emphasis in business or a related field.
2. A minimum of five years of direct experience working in one or more of the following areas: conference services, event planning, special event fundraising, project management, hospitality management, and/or marketing.
3. Excellent and proven organizational, interpersonal, written and communication skills.
4. Must be detail oriented while maintaining a strategic perspective.
5. Ability to remain calm under pressure.
6. Ability to simultaneously organize and direct several events concurrently.
7. Must be collaborative and an effective team member and team builder.
8. Ability to develop, monitor and track performance measurements.
9. Proficiency with Microsoft Office (Word, Excel, Power Point) and Microsoft Outlook.

10. Project management skills.
11. Experience with event management and scheduling software(s) preferred.
12. Develops and adheres to a detailed project timeline.
13. Ability to work long hours, evenings, and weekends.
14. Ability to communicate effectively, get along well with co-workers, and deal effectively and professionally with colleagues.

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.eitc.edu/falcons/resources/HR/hrstateofidahoemploymentapp.pdf>)
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.