

RESURRECTION UNIVERSITY

NURSING & HEALTH SCIENCES

Open Position: Events & Facilities Coordinator

The Events & Facilities Coordinator (EF Coordinator) reports to the Executive Assistant to the President and is responsible for the coordination and oversight of University events and campus facility and administrative needs. The EF Coordinator will be the first point of contact for internal and external customers seeking support and information regarding facility operations and event coordination. The EF Coordinator, under the supervision of the Executive Assistant to the President, will manage all outside contractors in support of facility operations and university events, including maintaining records and contracts, coordinating project activities, and providing scheduling support. The EF Coordinator will also serve as the receptionist for the administrative and student finance department offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Successfully, plans and coordinates University social and philanthropic events, seminars and educational programs, including graduation and other University wide events, both on-campus and at off-site facilities. Selects sites and coordinates catering, entertainment and audio visual preparations. Prepares invitations and related paperwork; selects appropriate gifts as required; and tracks attendance and expenses.
2. Oversees room scheduling within the University for meetings, classes, and internal events.
3. Oversees physical and logistical Campus Facility needs and coordinates facilities projects, maintenance, custodial services, and HVAC needs and request with PH Facilities team.
4. Coordinates all physical and logistical moves for the University.
5. Monitors classroom usage, and weekly and monthly maintenance requests.
6. Maintains office equipment and orders supplies/furniture as needed.
7. Reviews and answers mail and inquiries on own initiative and determines if executive action is required. Researches background information necessary for required action or follow up.
8. Using computer software, types, processes and distributes a variety of material, such as correspondence, memoranda, reports, charts, statistics, agendas, calendars, minutes etc.
9. Assists in the preparation of special projects, reports, charts, graphs and tables, budget material, proposals, etc., as requested by members of the leadership team. Researches, assembles and analyzes pertinent information.
10. Hours may vary during the week and may require some weekends.

QUALIFICATIONS

1. Bachelor's Degree in related field required.
2. 3 -5 years prior experience in events & facilities coordination preferred, 1 – 3 years required.

3. Strong organizational and problem-solving skills and the instinct to pay attention to detail.
4. Ability to effectively interface with all levels of the organization and outside contacts, using a high degree of judgment and discretion.
5. Ability to handle confidential materials and information, maintaining credibility through business relationships.

To Apply:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=2219370