

Coordinator, External Events

SUMMARY: This full-time, benefits-eligible position is responsible for providing high-quality administrative support to the Director of External Events and contribute to activities relating to six major community events and various other events throughout the year. This role serves as the External Relations office manager and provides support to all External Relations departments.

Essential Duties and Responsibilities include:

- Oversee invoicing, receipting, and tracking of 75+ sponsorships and maintaining relationships.
- Accurately and timely process payments for vendors and speakers.
- Ensures timely and accurate post-event reconciliation – vendor payment, supplies returned to campus departments, final attendee lists documentation for sponsors.
- Contributes to the planning and organizing of events including RSVP tracking, registration/payment, logistics, event assistance and letter and nametag coordination.
- Responsible for oversight of volunteers at events.
- Coordinates set up and break down of meeting and event spaces as well as on-site program execution.
- External Relations office management tasks including ordering supplies and serving as building point person.

Non-Essential Duties

- Other duties and special projects as assigned to ensure External Relations and the university achieves its goals and objectives.

Experience, Knowledge and Skills Required:

- 1-2 years' event planning experience preferred;
- Ability to consistently bring a passion for event planning and incredible attention to detail to everything they do.
- Exceptionally strong communication skills (verbal, written, interpersonal, presentation) and ability to quickly establish and maintain strong rapport with a wide variety of people.
- Excellent planning and organizational skills and the ability to work both independently and as a member of a team.
- Strong follow-up and follow-through skills to ensure achievement of goals and delivery of expected outcomes.
- Must be able to work in a fast-paced environment with demonstrated ability to effectively prioritize multiple competing tasks and demands.
- Strong reasoning skills and the ability to define problems, collect data, establish facts and draw valid conclusions to resolve problems.
- Ability to actively listen and provide exceptional customer service.
- Proven ability in taking initiative and works well under pressure.

- Flexibility to work some evenings and weekends as needed for special events and projects.
- Proficiency with Microsoft Word, Excel, PowerPoint, and Outlook.
- Skill with building, maintaining, and analyzing moderately complex Excel spreadsheets.
- Basic accounting knowledge and familiarity with budgets.
- Bachelors' Degree in Event or Hospitality Management or related field, or equivalent combination of education and experience.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete submissions will not be considered. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current résumé or CV
3. Salary requirements
4. Contact information for three professional references.

Be sure to include **"COOR-EE"** and **YOUR NAME** in your email Subject Line.
(**Example:** COOR-EE Shawn Mullin)

Applications received by September 17, 2021, will receive first consideration. Queens will continue to accept applications until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and

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of
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multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements *(with or without reasonable accommodation)*

- *Visual Abilities:* Read reports, create presentations, and use a computer system.
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems.
- *Mobility:* Open files and operate office machines; move between departments and attend meetings across campus.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- *Lifting, Pulling, Pushing:* Exert up to 30 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions.

Work Conditions

- Must be willing and able to occasionally work a flexible schedule (e.g., nights and/or weekends) to meet requirements of the position.
- Work in office and conference environments, involving contact with students, faculty, staff, community members, service providers, and vendors.
- Work has deadlines, interruptions, high volume and may be stressful at times.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.