

Position: Campus Event Coordinator
Reports to: Director of Marketing
Terms: Full-time 12 month position

Overall Job Responsibilities: The Campus Event Coordinator is responsible for booking events in the Visitor Center, and in other buildings such as the Student Center, Fine Arts Theater, Dining Hall, Science Lecture Hall, Workforce Boardroom and Administration Boardroom, as needed. The event coordinator also serves as the secondary switchboard operator. Primary duties include, but are not limited to the responsibilities listed below.

Principal Duties and Responsibilities:

- Accounts for the Visitor Center financial operations, income, expenses and budget.
 - Prepares and distributes Visitor Center promotional materials, brochures, and other marketing efforts.
 - Responds to inquiries, organizes registration of events.
 - Arranges with IT the availability of technology, audio-visual equipment needs, or special equipment requests and set-ups campus wide.
 - Books and maintains a record of events, including financial details.
 - Maintains the MRM 8 Scheduling system for all events and academic scheduling.
 - Covers campus switchboard during primary operator's lunch, absence, and as needed.
 - Reports earnings and a monthly record of events held to supervisor.
 - Prepares contracts for clients.
 - Process PO and check requests through POISE/JICS/myWTC.
 - Prepares receipts and deposits for Visitor Center activities.
 - Maintains inventory of kitchen supplies and office supplies.
 - Delivers and picks-up linens to the cleaning services.
 - Receives and directs office visitors and telephone calls.
 - Operates and processes lamination for all campus events.
 - Operates and processes large format printing for all WTC departments as well as outside and community requests.
 - Maintain all budgets/billing and purchasing of materials for the AV/Large format printing account for campus.
 - Picks up and distributes mail for office suite.
 - Attends functions as required.
 - Conducts post-event evaluations in order to determine how future events could be improved.
 - Maintains awareness of all events and functions on campus, and informs departments involved.
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- Decorates Visitor Center and Student Center for Holidays, Awards Banquet, In-Service Breakfast, Christmas Board Luncheon, Foundation Quarterly Luncheon, and as needed.
 - Required to be collegial, respectful and professional with faculty, staff and students at all times.
 - Workplace attendance is essential for job function.
 - Ability to work full time is essential.
 - Performs other duties as assigned.

Knowledge, Skills and Abilities

- Understanding of accounting, billing and purchasing practices.
- Knowledge of booking procedures, general office methods, practices, and routine clerical work.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain effective working relationships with co-workers, other personnel and the public.
- Ability to work with minimum supervision.

Education

- High school degree or GED required.

Revised 11/7/2018