

Job Title: Events Specialist - Student Clerical, College of Engineering Dean's Office

College of Engineering Student Events Specialist – Student Opportunity

The College of Engineering Office of the Dean is seeking 2 candidates to fill the position of Student Events Specialist. Please note, this position may require working weekends, evenings and during breaks for scheduled events.

Job Summary

This position provides candidates first-hand experience with the planning and execution of high-profile events in the College of Engineering. The Student Event Specialist works closely with the Assistant Director of Special Events and the Events Specialist for the College of Engineering to help coordinate meetings, conferences, special programs, and special events for the Dean's office and academic units. The position is responsible for providing excellent customer service while working with faculty, staff, facilitators, and participants.

Job Responsibilities

Primary duties include but are not limited to:

- Assisting with event planning, execution, and post event logistics
- Performing general office duties, including answering emails in the college events team email account, printing of event materials such as nametags and table tents, and organizing and maintaining event inventory
- Providing on-site logistical support during events
- Coordinating volunteers
- Other duties as assigned

Qualifications

Work well in group setting, problem solving skills, time management skills, strong oral and written communication skills, excellent customer service and strong interpersonal skills, attention to detail, ability to work both independently and as part of a team, proficient computer skills including Excel and Word. Manual labor may include lifting, carrying, long periods of standing and walking.



To apply, please go to the following posting and apply: