



Your dreams. Our mission.

Academic Year 2018-2019

Job Title

Part Time Special Events Coordinator

Hours

Schedule is Flexible. 10 hrs. per week. 3-4 days a week. Schedule may change based on event demands

Reports To

Manager of Special Events

Job Overview

This individual serves as the College's on-site representative during an event being held by an outside organization for which supervision is required by MassBay staff. In addition, this individual may be asked to provide backup assistance to the Special Events Manager while he/she is out of the office for an extended period of time. This position is part time and may vary as needed to fulfill the obligations of the Office of Special Events.

Responsibilities and Duties

Upon arrival, greets the client contact(s) and alerts Security of arrival; • Becomes familiar with the key terms of the agreement (e.g., which space(s) the client is using, hours, AV requirements, and other specific details); • If multiple events are occurring, must provide a phone number and central location on campus where they can be reached in an emergency; • Operates AV equipment as needed; • Handles any questions, issues, or problems that arise during the course of the event; • Is responsible for contacting Security in the event of an emergency; • Is responsible for contacting the cleaners if needed before the event is completed; • Ensures that everyone from the event has left the building before ending their shift; • Reports any problems, issues, or questions that came up during the event to the Office of Special Events; • Provides on-site assistance for certain events requiring setup or AV; • Responds to phone and e-mail inquiries from outside organizations; • Serves as the 25Live system administrator ensuring effective, accurate and efficient scheduling campus wide. • Coordinates communication between Facilities and IT regarding event setups • Performs other duties as assigned.

Qualifications

Familiarity with the campus (Framingham or Wellesley); • Courteous and professional image; • Demonstrated ability to work independently and collaboratively, set priorities, and pay close attention to details; • Excellent oral/written communication skills; • Excellent judgment and critical thinking skills; • Prior experience working with a database scheduling system preferred. • Ability to provide high-level customer service and interact with a wide variety of constituents.

Contact Information

Amanda Levasseur, alevasseur@massbay.edu

PLEASE NOTE:

Student Must Qualify for Federal – Work Study in order to be officially hired. Please contact the Financial Aid Office at 781-239-2600 or cmoreno@massbay.edu to confirm your eligibility for Federal Work-Study. Students who begin working without having completed all required documents WILL NOT BE PAID for those hours worked.