



JOB TITLE: Campus Director of Events & Student Engagement
DEPARTMENT: Student Life
CAMPUS: Portland
SUPERVISOR: Campus Student Life Director
FLSA STATUS: Exempt

MAJOR PURPOSE

The Campus Director of Events and Student Engagement provides oversight of the planning, administration, and implementation of all internal and external events and provides management of select campus services.

Due to the nature of the work, this position is 100% in person and on campus with occasional remote work options as agreed upon with the supervisor. Additionally, this position must be available outside of regular working hours as needed for event management.

ESSENTIAL DUTIES

Event Management and Facility Rentals

- Oversees and supervises the planning, administration and implementation of all internal and external community-based public events
- Administrates the campus schedule and manages the campus calendar system
- Plans, coordinates and disseminates information event information
- Coordinates event contracts, invoicing, payments and securing all related legal and risk management documentation
- Plans and implements Welcome Weekend Events and other University programming at the beginning of Fall and Spring semesters

Student Life and Auxiliary Services

- Oversees the Rogers Cafe partnership including budget management
- Oversees the administration, merchandising and financial planning of the Mailroom and Campus Store
- Oversees and implement the developed program structures for Student Organizations including but not limited to their creation and approval processes, advisors’ requirements and training, officer training and leadership development, and regular operating policies and procedures

QUALIFICATIONS

Education/Certifications

- Bachelor’s Degree preferred
- Project Management experience or certification preferred

Required Knowledge/Experience

- Minimum of three years experience planning and producing a variety of large scale, high profile public events
- Minimum five years experience with office administration management
- Experience with master calendar planning preferred

Skills/Abilities

- Advanced project management and leadership skills
- Excellent customer service and interpersonal skills with a high degree of professionalism

- Ability to work collaboratively and harmoniously with all stakeholders
- Strong organizational and problem-solving skills; accurate, detail and results oriented
- Ability to supervise, schedule and train employees and volunteers
- Commitment to engage and work effectively with diverse and multi-generational populations
- Strong problem solving skills and adaptability to changing circumstances
- Ability to work independently within a team structure and contribute to a healthy culture
- Ability to prioritize work strategically and efficiently
- Exercises sound independent judgment
- Ability to communicate effectively in written and oral form
- Ability to take initiative without direct supervision

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup University as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

Work schedules are flexible and event driven. The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions. Adjustable workstation with an ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, crouch and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that to perform this job successfully, I must be able to perform the essential duties with or without accommodation. If I am requesting any reasonable accommodations in order to perform my job, I must immediately inform my supervisor or Human Resources.

Employee Signature

Date