



JOB TITLE: Events Site Coordinator
DEPARTMENT: Events & Conference Services
SUPERVISOR: Director of Events & Conference Services
FLSA STATUS: Non-Exempt

WILLIAM JESSUP
UNIVERSITY

MAJOR PURPOSE:

As a Site Coordinator for the Events & Conference Services department, you will be responsible for providing supervision and assistance to on-campus events and relevant staffing during assigned shifts which predominantly involves nights and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work with clients to identify needs and ensure customer satisfaction
2. Organize and supervise support staffing during the event
3. Ensure venue preparedness and oversee or assist with clean up, as assigned
4. Ensure safety of attendees and venue, seek assistance as necessary.
5. Other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

- Bachelor's degree preferred

REQUIRED KNOWLEDGE/EXPERIENCE:

- Familiarity with Google Suite

SKILLS/ABILITIES:

- Event planning or coordination experience preferred
- Excellent customer service and communication skills
- Ability to make decisions and take responsibility
- Ability to work collaboratively with co-workers, customers and vendors
- Ability to work nights and weekends, variable shift
- Ability to move, lift and carry equipment as well as perform general custodial duties

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU 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:

The employee is regularly in a typical, air-conditioned environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors. There are no hazardous or significantly unpleasant conditions.

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 50 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