



**JOB TITLE:** Assistant Director, Events and Conference Services  
**DEPARTMENT:** Events and Conference Services  
**SUPERVISOR:** Director of Events and Conference Services  
**FLSA Status:** Non-Exempt

## **MAJOR PURPOSE:**

The Assistant Director of Events and Conference Services assists in the planning and execution of all events and conferences.

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## **ESSENTIAL FUNCTIONS:**

1. Provides support to the Director of Events and Conference Services to include:
  - Logistics planning of events such as contracts, venue, staffing, technology, and equipment.
  - Supervision of student and volunteer staff
  - Phone and email correspondence
  - Management of the master calendar throughout the year
2. Performs job-related duties as assigned

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATIONS:**

- High School Diploma or equivalent required
- At least one year experience with office administration management and/or experience coordinating special events

### **REQUIRED KNOWLEDGE:**

- Proficient in Google Workspace

### **SKILLS/ABILITIES:**

- Finely tuned organizational skills; accurate, detail, and results oriented
- Excellent communication skills, including writing, proof-reading, and speaking
- Ability to supervise and train employees and volunteers, to include organizing, prioritizing, and scheduling work assignments
- Excellent customer service and interpersonal skills with a high degree of professionalism
- Ability to work collaboratively and harmoniously with all stakeholders

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**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:**

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

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**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

No or very limited exposure to physical risk; light physical activity. 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, 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 30 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 is 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 if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date