Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Event and Programming Coordinator (Casual, No Benefits)

Department: Loeb Center Reports to title: Assistant Director, Employer Relations

Full Time: _______ Part Time: _______ Date Prepared: 04/08/19

Position Grade:_______
Regular Daily Work Schedule: _______ to _______ Pay Type: Weekly X Monthly______ Months Per Year: 12

Hours Per Week: Up to 19

(Summer Months) Months Per Year:_______ Hours Per Week:_______

1. Summary of Position:
Under the leadership of the Assistant Director, Employer Relations, the Event and Programming Coordinator is responsible for coordinating career exploration events, programs, and immersive learning opportunities for the Loeb Center. The Coordinator also supports the Loeb Center with administrative support.

This position will take appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

80% Events and Programming
- Maintains the Loeb Center’s in-house event management system (ARI)
- Coordinates logistics for Loeb Center workshops, panels, alumni/guest speaker and employer recruiting events, including managing room reservations, presenter needs, travel arrangements, collateral materials, refreshments and technology
- Provides support for Loeb Center career treks, including assisting with travel arrangements, hotel/dining needs, site visits, outreach to alumni and students, etc.
- Ensures that staff members in charge of events are properly supported by other team members as needed (identifying the need for additional event promotion or addressing unexpected problems)
- Communicates Loeb Center events, recruitment activities, and career services information on Amherst College promotional channels such as campus calendars, Handshake, and e-newsletters
- Collects data and provides programming and event reports
15% Outreach and Administrative Support
- Assists with outreach activities that support Loeb Center programs and projects, including calls, emails, promotional materials, and event staffing
- Enters data in various systems (e.g. Handshake, Access, Colleague, Google) and creates/updates Excel spreadsheets and Word documents
- Assists with our platform’s job/internship and employer vetting process,
- Assists with receptionist duties, as needed

5% Perform other duties/functions as requested

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Within the College:
- Straightforward operational interactions/communications & collaboration across the College.

Outside the College:
- Straightforward operational interactions/communications such as providing, obtaining, and receiving information.

4. Education: (include certifications and licenses) Required:

Associates degree, or in lieu of degree, 2 years of related experience

Preferred:

5. Experience: (List specific skills necessary to perform this job)

Required:
- 1 year of related experience
- Demonstrated time management skills
- Excellent verbal and written communication, interpersonal, problem solving, organizational, and customer service skills
- Proficient in MS Office programs and the ability to learn new software programs
- Ability to take initiative and work independently and collaboratively
- Commitment to working with a diverse community
Preferred:

- Experience with an electronic record keeping system
- Knowledge of the Amherst campus, offices, and culture

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Lift, carry, push, and pull up to 15 pounds
- Repetitive motions including hands, wrist, and fingers
- Sitting for long periods of time
- Visual – normal concentration

7. Decision Making:

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies; decisions and actions are regularly reviewed by supervisor.

8. Supervision Exercised/Received:

Moderate supervision received from the supervisor

Supervisory Responsibility: Yes _________ No X _______

Number of Employees Supervised: ________