

## WESTMONT COLLEGE

### Assistant Coordinator of Conference and Event Services Conference and Event Services, Campus Scheduling

**Position Summary:** Manages year-round planning for, and implementation of, the day-to-day summer work flow; is responsible for hiring and preparation for summer staff with primary supervision of campus summer staff during conference season. Year-round support of client contracting process and day events, including Admissions events, and providing back-up support for Event Service Coordinator. The employee may be asked to lift and/or move up to 50 pounds.

**Qualifications:** Bachelor's degree preferred. At least one year of experience supervising students and/or experience in facility management. Demonstrated ability to problem solve, strong written communication skills, strong interpersonal and organizational skills, and good administrative skills. Must be a self-starter with the ability to oversee multiple projects concurrently and adjust to unexpected changes confidently. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations

#### **Responsibilities:**

- Oversee marketing of summer staffing and manage the hiring process for student workers.
- Guide marketing and enrollment efforts for Westmont prospect camps.
- Plan and implement training of summer staff by using hands-on demonstrations and Canvas software.
- Direct summer work flow of Campus Service Representatives for servicing client group needs.
- Provide special oversight of summer hotel-like room transition, training, and concierge management in the Global Leadership Center.
- Support the contracting process via EMS and Kx Software to build out client files year-round.
- Support daytime events year-round including Admissions events, faculty/staff weddings, etc.
- Assist the Event Services Coordinator – splitting occasional weekend/evening work and internal moving requests via UpKeep when student staff is unavailable.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Perform other duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and arms to handle, reach, move, lift or load furniture, decorations, and other objects. The employee frequently is required to climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee may be required to lift and/or move up to 50 pounds. Regular operation of vehicles used to transport materials is required.

**Reports to:** Conference Services Manager

1.19