



Job Title: UCen Meetings & Events Coordinator

Department: UCen Administration

Reports to: Meetings & Events Manager

Rate of Pay: \$16.25 per hour

Meetings & Events Coordinators are responsible for assisting in all phases of meeting and conference planning at the University Center, including events held at Corwin Pavilion, the UCen's seven meeting rooms, and outdoor venues.

Qualifications:

Applicants must be full-time undergraduate students at UCSB and have experience in event planning and coordination. Candidate must have professional communication, customer service skills, and interpersonal skills. Candidate must also be extremely organized, dependable, responsible, self-motivated and willing to strive for excellence. Experience with Microsoft Word, Excel, and Outlook required.

Essential Duties and Responsibilities:

- Works with on-campus departments, student organizations and off-campus clients to plan their event from start to finish
- Uses KX event managing software to enter event details, including agendas, audio visual media, equipment, setup requirements and notes for event staff
- Prepares and sends event confirmations to clients and monitors return of signed contracts
- Prepares diagrams for each event
- Arranges for rental of non-UCen equipment, linen, and audio-visual equipment
- Meets with clients when they arrive for their event to attend to any last minute needs and ensure the event starts smoothly
- Prepares daily event schedule, room cards and final schedule for event staff
- Prepares weekly work schedules for Service Crew and AV Operators
- Collects event deposits and keeps track of confirmed events
- Prepares weekly building operations reports for maintenance and custodial staff
- Meets weekly with UCen Catering to review event schedule, coordinate needs
- Conducts weekly rounds of conference rooms to assure the professional appearance of UCen venues
- Meets with Meetings & Events Manager weekly to review upcoming events
- Assumes duties and special projects as assigned by the Meetings & Events Manager

Hours of Work:

This position will be staffed by two part-time Meetings & Events Assistants, who will work a combined 15-30 hour work week. Hours will be scheduled between 8am and 5pm, Monday through Friday, as well as some nights and weekends. Students may work up to 20 hours per week when school is in session and up to 40 hours per week during break periods. This is a year-round position and working summer is a requirement. Employee is responsible for maintaining and approving their electronic timecard.

WEEKLY SCHEDULE

Name: _____

Quarter: _____

Desired Hours per Week: _____

- 1) Please cross out any times when you are in class or have other obligations, such as sports, club meetings, internships, etc.

	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
6:00a							
7:00a							
8:00a							
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Signature _____

Date: _____