

**Coordinator of Student Event Services**  
**The Adele H. Stamp Student Union – Center for Campus Life**  
**Position Number: 101058**

**OVERVIEW**

The Event Services Coordinator is responsible for all aspects of event services coordination for university, non-university and student organization customers renting/reserving space through the Stamp Event Services Department. This position makes procedural operating decisions based on independent judgment and knowledge of applicable departmental policies and procedures in coordination with other university service providers. This Position reports to the Assistant Director of Event & Guest Services of the Adele H. Stamp Student Union – Center for Campus Life.

**RESPONSIBILITIES**

- Manage all facets of event services for student organizations, departmental and non-university client events. This includes meeting with clients to discuss and arrange details of event planning. Provide detailed facility diagrams; coordinate with other university service providers
- On-site liaison, representing Event Services at events to interact with clients. Coordinate with other service providers to address all on-site changes or additional accommodations that need attention while events are taking place.
- Meet regularly with university service providers to review all aspects of upcoming events and evaluate concluded activities.
- Supervise Graduate Event Assistants for the purpose of supporting authorized events
- Develop and implement marketing strategies designed to encourage increased Stamp rental

**QUALIFICATIONS**

Required

Bachelor's degree or equivalent combination of education and additional related student union, hospitality management or conference management experience.

Two years of professional experience in event planning logistics and management. Must display customer service and leadership skills; multi-task, organize; perform with minimal supervision and familiar with reservation and general business office software applications.

Preferred

Must be able to manage office operations using networked computer using several software programs including EMS, fax machine, copier and multi-lined phones. Poses excellent written and verbal communication skills. Ability to interface with a diverse clientele in an extremely busy work atmosphere in a courteous and efficient manner.

**REMUNERATION**

Salary commensurate with experience. Benefits include tuition remission, health insurance, sick and annual leave, and contributions to retirement.

**TO APPLY**

<https://jobs.umd.edu> -- applicants to provide resume, statement of interest, and contact information for 3 professional references.

**For best consideration, please submit materials by December 16, 2011**

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