Click [here](#) to apply!

**POSITION PURPOSE**
Under the direction of the Associate Executive Director, the Events Coordinator is responsible for coordination of Associated Students (A.S.) events. The Events Coordinator manages the department administration, student staff, event plans, project management, equipment rental, supply procurement and inventory.

The incumbent leads and empowers Students to plan and support the execution of Events. The Events Coordinator may provide support to the A.S. Programming Board as needed. Capacity to work effectively in a University environment and support the mission and goals of an educational institution are essential. Partnering with university departments to create new programming opportunities and foster community building will be the key success of this position.

**ASSOCIATED STUDENTS**
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

**EDUCATION / EXPERIENCE**
- Bachelor's degree in Hospitality Management, Public Relations or related field from an accredited college/university
- 1-3 years in planning, implementing, and evaluating events
- Experience supervising student employees, or direct reports and managing volunteers is a plus
- Experience in marketing and promotion of both large and small-scale events
- Experience working in a multicultural environment with staff, faculty and students
- Experience working in a University setting and the ability to establish and maintain collaborative relationships with faculty, staff and students

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

I. **Program Development & Operations (50%)**
- Responsible for planning and coordination of A.S. events and activities including but not limited to Fire on the Fountain, Spartan Squad Kickoff, concerts
- Oversee the Spartan Squad program, work to foster student participation, handle logistics and promotions, and maintain relationship with Spartan Athletics for Student Rewards programs.
- Oversee equipment rental program and supports student organizations and departments as needed with event equipment rental.
- Cultivate and secure event and program sponsorships to increase revenue streams.
- Ensure all events, programs, sponsors, student organizations or department tabling participants adhere to A.S. and University policies.
- Develops and facilitates student surveys to assess student needs and opinions, overall satisfaction of programs and services. Compiles data and reports findings appropriately.
- Research best practices and national trends for events on college campuses.

II. **Administration (20%)**
- Manages annual budget development for department, accounts payable, and detailed budget events and programs.
- Oversees department student payroll, equipment and supplies purchasing and maintenance, inventory and asset control.
- Responsible for staff and volunteer recruitment, retention, training, development and evaluation.
- Responsible for the supervision and evaluation of Event Staff. Oversight of employee scheduling, payroll and regularly meets and evaluates work performance
- Support A.S. student learning outcomes with a focus on leadership, building a sense of community, and developing critical thinking skills
- Develop and maintain internal department documents, processes, policies, guidelines, checklists, and other reference documents as needed.

III. **University Relations (15%)**
- Participate in A.S. and SJSU committees and planning meetings
- Attends department and staff meetings and on-going staff development trainings of A.S., the Division of Student Affairs, and SJSU
- Build relationships with key constituents on and off campus.

IV. **Risk Management (15%)**
- Ensure contracts are executed with vendors, performers, and sponsors and adequate liability insurance is secured for all A.S. events in accordance with A.S. and SJSU policies.
- Works with SJSU Risk Management to assure safe practices and emergency preparedness at events and upholds the safety of attendees.
- Serve as a member of the Risk Management team for Associated Students.
- Promotes accident prevention, through regular training and supervision, to prevent injuries and accidents. Takes action to report unsafe conditions or injuries to Human Resources immediately.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

- Requires excellent customer service and public speaking ability
- Requires demonstrated experience in Microsoft Office, Adobe Creative Suite and planning tools
- Requires excellent interpersonal, verbal and written communication skills, and attention to detail
- Ability to establish and maintain effective working relationships with diverse groups
- Ability to create, implement and monitor program development and fiscal management
- Demonstrates competencies in the areas of project management and crisis management
- Demonstrated ability to train, supervise and coordinate the activities of staff, interns and volunteers
- Ability to work nights and weekends as needed
- Ability to work independently and creatively to develop effective programs and services

**GUIDELINES**

This position is exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.
This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

DEADLINE
Application Review will be June 22nd, 2018. The position will remain open until filled.

Click here to apply!