

## Events Coordinator (Job Number: 75217BR)

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| <b>Campus Location</b>       | West  |
| <b>Department Name</b>       | Mary Lou Fulton Teachers College  |
| <b>Full-Time/Part-Time</b>   | Full-time   |
| <b>Grant Funded Position</b> | This is not a grant-funded position and is not contingent on future grant funding   |
| <b>Salary</b>                | \$36,000 - \$44,000 per year; DOE   |
| <b>Close Date</b>            | February 4, 2022  |
| <b>Job Description</b>       | <p>Reporting to the Assistant Director of Marketing and Communications, the Events Coordinator will play a vital role on a dynamic integrated marketing and communications team that strengthens the college's engagement with a number of constituencies: prospective students for both online and campus-based bachelors, master's and doctoral programs; prospective participants in a growing portfolio of non-degree professional and lifelong learning programs; alumni; individual donors; foundations; and policymakers and influencers involved in national conversations about education.</p> <p>The Events Coordinator will coordinate, plan and implement college events, including convocations, conferences, symposiums and other types of events, as necessary. The Events Coordinator will be the point person on physical, virtual and hybrid events. The successful candidate will quickly grasp the strategic purpose of events, as well as the logistical requirements needed to execute them. The Events Coordinator will also work with colleagues in university-wide units such as university ceremonies, procurement, facilities, catering, and tech support.</p> <p>Key partners within the college will include members of the Development team, the Dean's office and other stakeholders in community-facing positions, as well as members of the Marketing and Advancement team.</p> <p>The ability to operate successfully and with poise in a complex, matrixed organization and a fast-moving work environment is essential. The ideal candidate will thrive as a collaborative and vocal member of an integrated marketing and communications team that is committed both to the college's mission and to continuous improvement as a team.</p> |
| <b>Essential Duties</b>      | <ul style="list-style-type: none"> <li>• Plan, execute and track all event logistics</li> <li>• Coordinate, plan and implement College events; e.g., lectures, symposiums, convocation</li> <li>• Coordinate, plan and implement community-facing events that take place both at university venues and off-campus locations</li> <li>• Coordinate, plan and implement fundraising events and activities</li> <li>• Coordination of off-campus companies and suppliers relative to the event</li> <li>• Execution of rental and vendor agreements</li> <li>• Staff events</li> <li>• Coordinate additional staff or student hosts</li> <li>• Monitor clean up and/or tear down at event venues</li> </ul>  |

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|                               | <ul style="list-style-type: none"> <li>• Review and approve all final billings for payment.</li> <li>• Maintain files of all pertinent information.</li> </ul>   |
| <b>Minimum Qualifications</b> | Associate's degree in Public Administration, Business Administration or a related field and two years of event planning and coordinating experience; OR, Four years of public relations and event planning/coordinating experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.   |
| <b>Desired Qualifications</b> | <ul style="list-style-type: none"> <li>• Experience designing and executing events in higher education or other content-rich environments</li> <li>• Familiarity with online event platforms such as Bizzabo, Aventri and others</li> <li>• Ability to learn new software and platforms as necessary</li> <li>• Current knowledge of multimedia technology and how it can be deployed at events</li> <li>• Professionalism and ability to deliver and receive constructive critical feedback</li> <li>• A customer-service orientation</li> <li>• Ability to thrive in a fast-paced work environment and to pursue multiple projects simultaneously</li> <li>• Discretion and confidentiality when handling or exposed to sensitive information</li> <li>• A passion for education and an unwavering commitment to advocate for educators</li> </ul>   |
| <b>Working Environment</b>    | <p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p><b>Flexible work options</b></p> <ul style="list-style-type: none"> <li>• <b>Alternative work schedules</b> can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times.</li> <li>• <b>Hybrid work</b> is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.</li> </ul> |
| <b>Department Statement</b>   | ASU's Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 7,600 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor's, master's and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement.  |

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|   | <p>MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s commitment to justice, equity, diversity and inclusion, MLFTC is committed to advancing systemic equity in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of systemic equity.</p>  |
| <p><b>ASU Statement</b></p>               | <p>Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 80,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.</p> <p><b>COVID-19 Vaccination Requirements:</b> Arizona State University is a federal contractor and subject to federal regulations which may require you to produce a record of a COVID-19 vaccination. For questions about medical or religious accommodations, please <a href="#">visit the Office of Diversity, Equity and Inclusion’s webpage</a></p> <p>ASU is a tobacco-free university. For details visit <a href="https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco">https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</a></p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><b><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u></b><br/>       In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU’s Annual Security and Fire Safety Report is available online at <a href="https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf">https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf</a>. You may request a hard copy of the report by contacting the ASU Police Department at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <a href="https://cfo.asu.edu/az-resources">https://cfo.asu.edu/az-resources</a>.</p> |
| <p><b>Employment Verification</b></p>     | <p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>  |
| <p><b>Fingerprint Check Statement</b></p> | <p>This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.</p>   |
| <p><b>Instructions to Apply</b></p>       | <p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.</p>   |

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Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position. [#75217BR](#)

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