Title: Communications Office

Pay Rate: Entry Level: Minimum wage

General Description: To assist the event coordinator with planning, coordinating and executing events.

Duties and Responsibilities:

1. Assist the event coordinator with tasks such as setting up and tearing down events, including arranging furniture, signage, decorations, etc.
2. Organize and maintain swag and event items inventory.
3. Assist with event scheduling, catering orders, invitation lists, statistical databases and other administrative duties.
4. Assist with loading and unloading of event food and supplies.
5. Various tasks as assigned.

Required Qualifications:

1. Excellent communication skills are essential
2. Ability to lift 40 pounds
3. Excellent time management skills
4. Ability to work in a team-oriented work environment

Preferred Qualifications:

1. Academic interest or major in hospitality, event planning or related field

Updated January 2017