Position Title: EVENTS COORDINATOR (Administrative Support Coordinator I)
Recruitment #: #2140
Full/Part-Time: Full-Time
Employment Type: Permanent
Bargaining Unit: R07
Salary: $2,846 - $4,619 per month Non-Exempt
Department: Office of Conferences & Events, University Advancement
Available: Immediately
Special Conditions: Background/ Fingerprint
Sensitive Position: Yes
Posted: March 30, 2017
Closing Date: For priority consideration, application materials must be received by April 14, 2017, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
• A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
• Names of three professional references
• Copy of degree/transcripts/typing certificate, if required
• Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: This full-time position is available in the Office of Events in University Advancement through California State University, Bakersfield (CSUB), and reports to the Director of Events. The Events Coordinator works independently on a broad range of moderate to complex projects supporting the Office of Events.

Office of Events Management: Assist in the day-to-day administrative operations of the department. Work closely with students, staff, faculty, and community members on the phone and in person with questions regarding events, billing, policies and procedures. Independently make decisions on day-to-day work while handling multiple projects and priorities with the Events Specialist and the Director of Events.

Administrative Support: Drafts summary notes, minutes or correspondence and follows up on action items. Responsible for coordinating department events/meetings and will assist with departmental presentations. Responsible for assisting in the coordination, confirmation, and reconciliation of all departmental staff travel plans. Create and maintain an electronic filing system; maintain a physical filing system for documents not stored electronically.
**REQUIRED QUALIFICATIONS:** The position requires completion of a high school program or equivalent and at least four years of recent (within 3-4 years) demonstrated progressively responsible related experience. The successful candidate must possess:

- the ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds;
- working knowledge of or ability to quickly learn and adhere to university infrastructure, policies, and procedures;
- the ability to work under minimal supervision while setting priorities and completing all work in a timely manner;
- the ability to coordinate a variety of functions and apply judgement, discretion, and initiative performing a variety of complex support tasks;
- excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines, and complete all projects accordingly;
- excellent problem solving, customer service, communications, and organizational skills;
- excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, the internet, and online calendaring and email;
- thorough knowledge of English grammar, spelling, and punctuation;
- fundamental writing and presentation skills to effectively communicate standard information, both verbally and in writing;
- the ability to ensure accurate information is communicated and appropriate referrals are made;
- ability to perform standard business math, track financial data, and make simple projections;
- proficiency in bookkeeping practices and an ability to maintain and reconcile accounts and budgets in accordance to prescribed procedures;
- the ability to recognize and maintain security of confidential information/correspondence and to handle material/issues with discretion;
- the ability to be precise and detailed in performance of challenging clerical work;
- the ability to analyze operational and procedural issues and develop and recommend solutions to problems;
- the ability to identify and solve standard problems and refer more complex problems to appropriate resources.

**PREFERRED QUALIFICATIONS:** Previous experience directly working with event planning and organizing and previous experience working in a higher education setting; knowledge of Raiser's Edge software; knowledge of 25Live software; advanced knowledge of Microsoft Excel; experience in website management/design.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION:** It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.