

Coordinator, Events
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=143959>

Downloaded On: Sep. 24, 2020 3:08pm

Posted Jul. 7, 2020, set to expire Nov. 3, 2020

Job Title	Coordinator, Events
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 7, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/1947262
Apply By Email	
Job Description	

Coordinator, Events

Position Number: 2013141074

Department: Technical Services

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday: 8:00 a.m. - 4:30 p.m.

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Salary Range: A-89

Salary: Steps 1 - 6: \$4,776- \$6,096 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 02/27/2020

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under general supervision, performs work in booking, planning, and coordinating events at campus facilities; promotes and develops the use of campus facilities; coordinates the use of facilities, equipment, and materials used for campus events; determines needs for and arranges staffing for events; assists in scheduling, coordinating, and supervising technicians assigned to campus events; sets priorities and directs the work of assigned staff on a project basis; acts as liaison with other campus departments to ensure security and operations are in place for the event.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises technical and functional direction over and provide training to assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a coordinator classification that has lead, program coordination, administrative, and day-to-day operation responsibilities. Incumbents are responsible for scheduling facilities usage by College departments and external organizations, negotiating contracts within Board approved guidelines, and approving setups and arrangements for the event execution. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Event Technician in that it performs work in booking, planning and coordinating events on campus.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Oversees, coordinates, and participates in campus event planning; functions as the point of contact for departments, individuals, and external organizations through initial meetings to event wrap-up; assesses and determines appropriate facility, special equipment, staff needed, set-up needs, cost, and other contractual obligations.

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2. Leads, coordinates, and schedules event support in other departments such as public safety, security, custodial, and grounds crews; arranges for special needs; distributes specific details and schedules to the event support groups.
3. Responds to requests, complaints, and inquiries from event planners, students, faculty, staff, service agencies, and others involved in execution of the event; communicates effectively with clients to understand their needs and present ideas and solutions to their requirements.
4. Obtains pertinent information from vendors, rental companies, volunteer organizations on specific needs related to the event.
5. Directs and coordinates the work event personnel, and contractors, including involvement in selection and training, monitoring and determining workloads and schedules; reviews and approve time charged to the event; reviews and approves labor logged to events for accuracy.
6. Creates and prepares site maps, detailed outlines, drawings, and instructions for events.
7. Ensures the safety of the public and staff at all times by monitoring and instructing on the safe use of program facilities, equipment, and supplies.
8. Performs a walk-through of facilities after the event and communicates with users about any issues such as damage, safety, and/or security.
9. Summarizes information relative to the event; reconciles estimated to actual cost and submits for invoicing; monitors and evaluates the effectiveness of event operations, activities and processes and recommends improvements or modifications.
10. Maintains, tests, troubleshoots and repairs equipment; performs routine preventative maintenance and minor mechanical repairs to equipment and supplies; inventories, determines need, and requests purchases for supplies and equipment; refers issues and arranges for equipment repairs with service technicians and/or vendors.
11. Prepares and maintains records, logs and files related to assigned activities.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
13. Performs other related or lower classification duties as assigned.

Other Duties:

Knowledge Of:

Knowledge of:

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.
2. Applicable safety precautions, work practices and procedures related to the assigned facilities.

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3. General principles of risk management related to the functions of the assigned area.
4. Laws and regulations related to public assembly, including security issues, health and fire codes, and transportation coordination.
5. Principles and practices of data collection and report preparation.
6. Basic contract administration principles and practices.
7. Business arithmetic and statistical techniques.
8. Basic budgetary and program evaluation practices.
9. Modern office practices, methods, and computer equipment and applications, including word processing and spreadsheet applications.
10. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

Skills and Abilities to:

1. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
2. Interpret and apply administrative and departmental policies and procedures such as those related to facility use and security.
3. Plan, schedule, assign, and oversee activities of staff; inspect the work of others and maintain established quality control standards.
4. Train others in work procedures.
5. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
6. Establish and maintain a variety of filing, record-keeping, and tracking systems.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Operate modern office equipment including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college and three (3) full time equivalent years of progressively responsible experience in the events management industry. Additional years of experience can be substituted for the required education on a year for year basis up to two (2) years.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 150 pounds with the use of proper equipment.

Hazards:

Conditions of Employment:

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Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees 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 Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:



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Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> Mt. SAC Employment Website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry,

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physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/1947262]https://hrjobs.mtsac.edu/postings/7641

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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