

Event Manager, School of Management
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=227352>

Downloaded On: Jul. 17, 2024 5:55pm

Posted Dec. 12, 2023, set to expire Aug. 4, 2024

Job Title	Event Manager, School of Management
Department	MGT Deans Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 12, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47015
Apply By Email	
Job Description	

Position Summary

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The [School of Management](#) is looking for an **Event Manager** to effectively direct, manage, and execute a portfolio of small- and large-scale events coordinated by the dean's office, as well as collaborate and consult on other school events to share expertise and support. This position will be responsible for planning commencement, student welcome events, workshops, conferences, retreats, and other events hosted by the school. A successful candidate will be both a strategic planner and detail oriented, able to manage competing priorities, and well organized. As part of the dean's office team, the Events Manager will routinely interact with all levels of the school's administration, faculty, students, alumni, and other UB campus offices. The Events Manager will also work with both on-campus and off-campus service providers such as caterers, equipment suppliers, photographers, and other vendors as needed.

The Events Manager will:

- Oversee a slate of school events from planning to execution, coordinating with multiple areas throughout the school and campus as needed, convening planning committees when appropriate.
- Assist other staff as well as faculty hosting events to help streamline event planning and execution and ensure all needs are considered and resources identified.
- Develop and provide checklists, as well as internal and external timelines to create and execute off-campus and on-campus events based on size, scope, audience, and goals.
- Serve as functional area lead for using and implementing UB's event registration and management system so various users can maximize system.
- Provide logistical support including event schedules, booking venues, staffing, food and beverage requirements, and managing participant registration.
- Ensure that post-event surveys, thank you communications, and other related engagement items are completed so that benchmarking data can be compiled for future planning.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB

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is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

Bachelor's degree with 2 years of experience or master's degree or professional certification with no experience

Preferred Qualifications

Minimum of 5 years working with event planning, preferably in an academic setting.

Contact Information

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

Contact